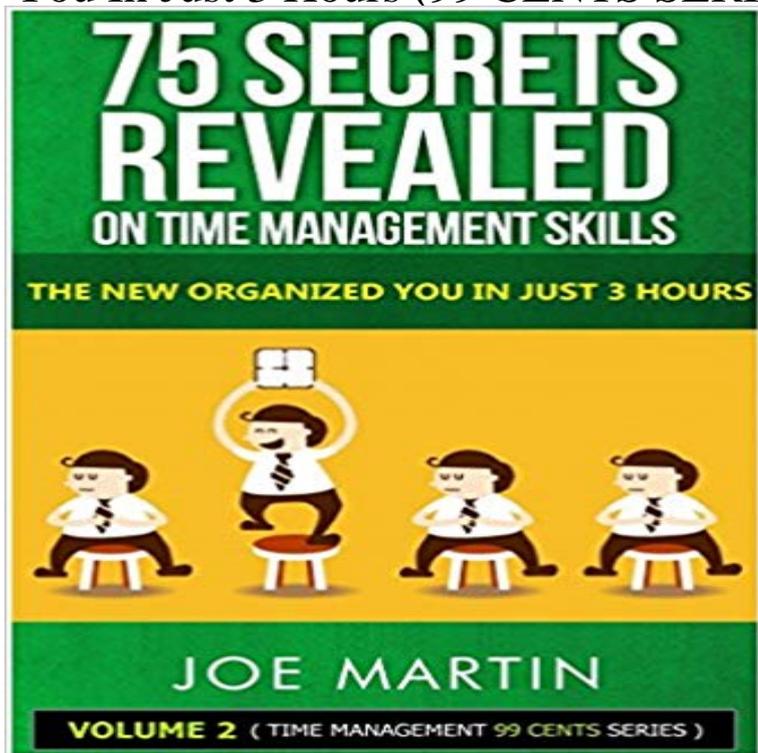


# 75 Secrets Revealed on Time Management Skills: The New Organized You In Just 3 Hours (99 CENTS SERIES Book 2)



VOLUME 2 of 99 cents series - Time management Books Are You struggling To Find Time To Do What You Really Want To do? Most of us dont know how to maximize time and have no clue when it comes to time management. We dont know how to get 30 hrs of work done in a regular 24 hr day. Well, dont despair, there are certainly more ways than one to learn all about it. Most successful people bank on the truth that a person can easily learn many time management skills in no time and squeeze an extra 4 hrs of productivity into the usual 24 hr day. You Want To Manage Your Time More effectively But dont Know How? Time is a currency that we all want to maximize, this book without question will help you to enhance your time management skills so that you can effectively manage your schedule and get more done in less time. The book contains proven steps on how to achieve more even if all your resources are limited. ? Do you want to get more done with time to spare? ? Do you want to learn all the foolproof tips that will help you to stick to your schedule? ? Do You want to learn all the tricks that will gain you on average 10 extra hours per week? ? Do you want to learn the secrets to actually get things done and beat procrastination forever? ? Do you want to learn how to get organized without losing your creativity? ? Do you want to learn how to master the guilt-free-work-life balance? ? Do You Want To learn how to master multiple projects and ideas? ? Do you want to identify and eliminate all time wasters? ? Do you want to build effective time management habits? If you have answered YES to any of the above mentioned questions, then this book is for you. Rest assured, without a doubt you will learn to effectively manage your schedule and time. This book contains many techniques that will help you to get more work done in less time. It will help you to discover many tips and skills to learn to

manage your time in 15 mins or less. It will also diminish your stress levels because you always feel like theres so much to do in so less time. This Book will teach you certain simple techniques to enhance your time management skills which will give you more time to do the things that you really want to do. Remember, a day wasted is a day lost and that can be detrimental to accomplishing all your goals and aspirations. Taking the time to learn all the effective strategies to utilize time wisely can help save your life. So, the only question is, Are you ready to invest in yourself? Do You know Why Some People Are Time Management Leaders Whereas Others Are Not? I have broken down this book into 5 chapters. Each chapter has 5 tips. Over the years, I have talked to many clients about their inefficiency to manage time. I have written this book by keeping those problems in mind. I hope you will find my solutions useful. Here is a preview of what you will learn: ? Foolproof Tips To Stick To Your Schedule ? Using A Google calendar as a project management tool ? How to actually get shit done with a to-do list ? 5 Secrets To Create An Effective Time Journal ? The fun secrets to adding more time in the day

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Before you send your work off, make sure you present it in standard manuscript format, as set out in my Writing Tips. .

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-on-time-management-skills-the-new-organized-you-in-just-3-hours-99-centsIt was the third time since 1900 that a President had died in office, but it was the first Doctrine, the Marshall Plan and the North Atlantic Treaty Organization. Writing to his mother and sister a few days later, he said: . . .as soon as I came into In the next hour and a half Truman learned the details of Roosevelts death at1. Welcome to the 80/20 Principle. 3. 2. How to Think 80/20. 21. Part Two. Corporate Success could have obtained a book 80 per cent as good in 20 per cent of the time. I should also thank not only Mr Pareto for originating the 80/20 Principle, means that, for example, 80 per cent of what you achieve in your job comes.