



## The 3 Secrets to Effective Time Investment: Achieve More Success with Less Stress: Achieve More Success with Less Stress (Hardback)

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By Elizabeth Grace Saunders

McGraw-Hill Education - Europe, United States, 2013. Hardback. Book Condition: New. 231 x 152 mm. Language: English . Brand New Book. Time management skills that work! Reboot your entire life in three simple steps. Quick Reference Guide included with over 30 online tools and 40 done-for-you routines. Is it possible to keep up on life, let alone enjoy it, when you re overloaded and overwhelmed - with work, with errands, with emails and texts, and with relationship responsibilities? You get things done, but do you get them done well? Do you have enough time for other people - and for yourself? The 3 Secrets to Effective Time Investment takes you beyond simple time management to provide you with the skills and outlook you need to completely revamp the quality of your life. You ll learn how to reorient your mindset and use simple routines to accomplish more than you ever dreamed possible. Packed with tips and advice about how to overcome crippling emotions like guilt, let go of the compulsion to be perfect, and overcome the most common obstacles to a life well managed, this powerful, holistic, total-life guide is founded on three powerful principles: Secret numbered 1: Clarify Action-Based...



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