



25 Tips for Managing Your Time and Beating Procrastination (The 10-Minute Guide to Managing Your Time)

Jeff Davidson

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Each day equals twenty-four hours, give or take some astronomical adjustment. Each week equals one hundred and sixty-eight hours. You know quite well. You also know that sometime these periods of time seem to race by, somehow offering you far less than the actual number of hours.

In this e-book, you will learn the nature of time, explore the common myths surrounding time management, and have a strategy that will allow you to systematically increase your personal productivity. You will also learn 25 ways to prevent procrastination and accomplish both overwhelming and unpleasant tasks with relative ease.

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