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Five Minutes a Day Time Management for People Who Love to Put Things Off

By Jean Reynolds Ph. D.

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Paperback. 106 pages. Dimensions: 9.0in. x 6.0in. x 0.2in. Meet a procrastinator: Me! After years of struggling to live with schedules and to-do lists, I began discovering how to get things done without forcing myself into a structure I couldn't live with. This book is the result. People like me (and perhaps you) who thrive on flexibility and spontaneity sometimes give up on time management because all that structure simply doesn't work for us. Dreams go unfulfilled, chaos takes over, and we resign ourselves to a life that is less than we hoped for. The new approach presented in this book begins with just five minutes a day spent focusing on what you want most from life. You'll learn how to simplify tasks that seem overwhelming, balance your life and make time for the people who are important to you. There are practical tips to manage your home and daily routine better, links to useful websites, and a host of other information to guide you on your way to the life you've dreamed of. This item ships from La Vergne, TN. Paperback.



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