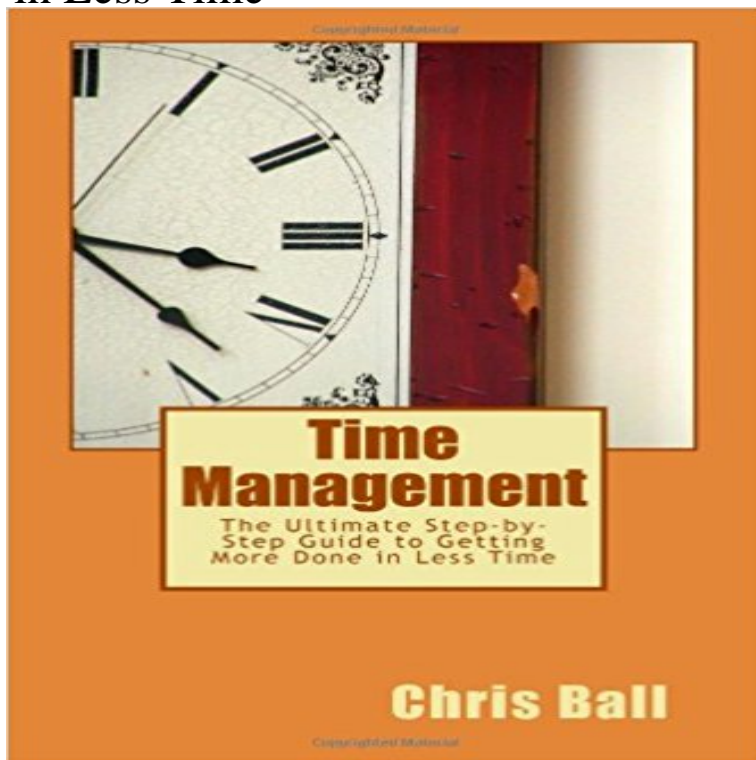


Time Management: A Simple Step-by-Step Guide to Getting More Done in Less Time



Time Management is one of the key determining factors governing what you will achieve in your life and how successful you will be in your career or business. There are many people that work long hours, driving themselves on late into the night and at weekends, who achieve no more than someone else that works only a few hours a day. There are people that run multiple businesses and manage thousands of people that have time for golf and lunch with friends, and take time off for the summer and Christmas holidays without any problems. They achieve more and they work less. The reasons why they can do this while others don't are covered in this book. If you want to move forward in your life then you should get Time Management.

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