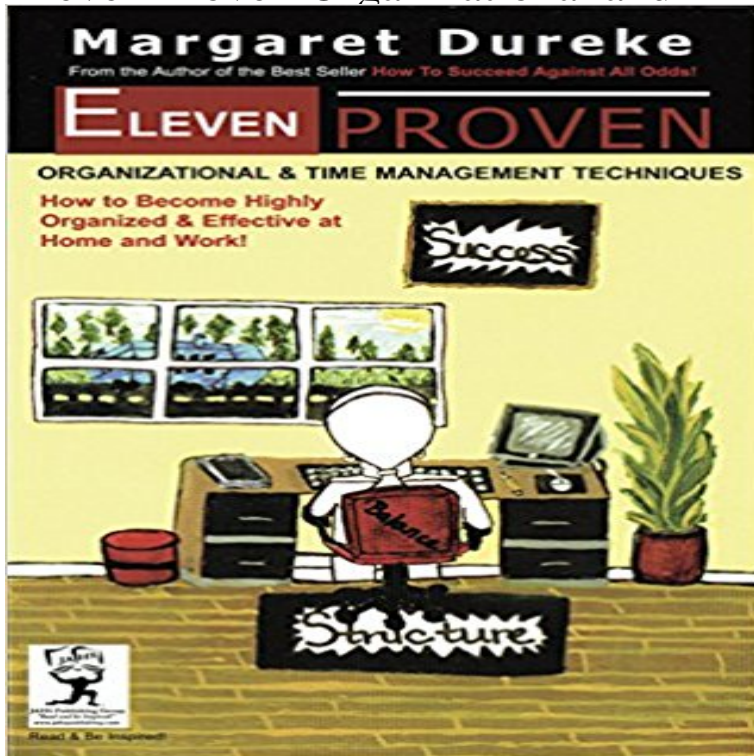


Eleven Proven Organizational and Time Management Techniques



The book will teach you the following:

- *How to overcome the underlying beliefs that perpetuate mismanaged lifestyle.
- *Learn how to balance tasks through prioritizing and delegating
- *Create a system that works for you

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