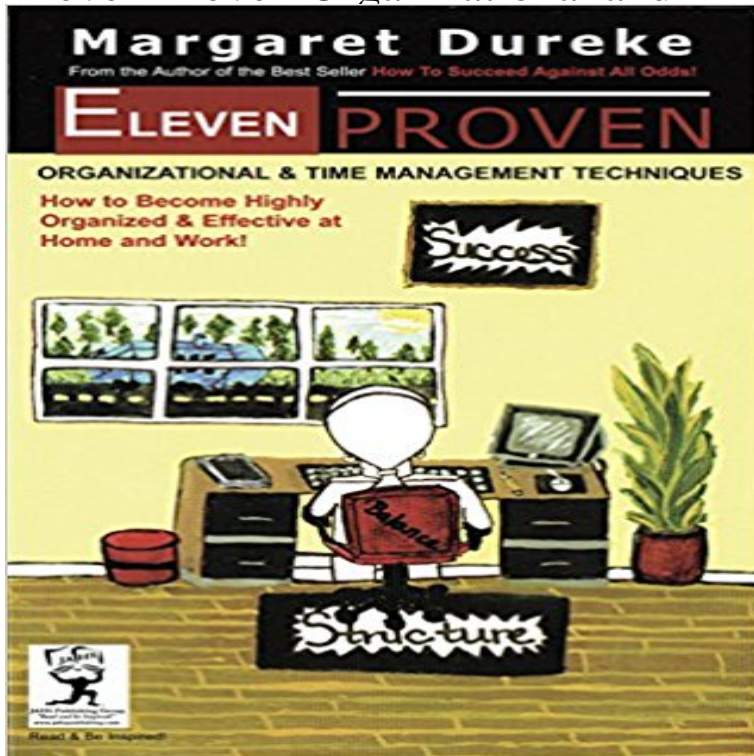


# Eleven Proven Organizational and Time Management Techniques



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

Organize time for play, to enhance work, enjoy family and life. It is written in an inspirational and empowering way.

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