



Time Management Box Set (3 in 1): Your Complete Guide To Becoming A More Productive Person And Organizing Your Day (Time Management Hacks, Getting Things Done, Goal Setting, Productivity)

Rick Riley, Kathy Stanton

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Free Bonus Books Included!

Book 1: Time Management: 50 Proven Strategies To End Procrastination, Get Organized And Increase Your Productivity

Here Is A Preview Of What You'll Learn...

- How to Create an Effective Schedule
- Why Are You Procrastinating?
- Helpful Secrets That Can Help You Overcome Procrastination
- Nothing Happens Overnight
- The Secret To Managing Your Time
- How to Get Your Life Organized
- Just Do It!
- Much, much more!

Book 2: Time Management Through Double Layering: How To Organize Your Day And Stop Procrastination By Using The Technique Of Double Layering

In This Book You Will Learn...

- What is Double Layering?
- How Can I Benefit from Double Layering?

- How Can Double Layering be Used to Help Your Circumstance?
- Tips for Using Double Layering in Your Daily Life
- What a Double Layered Day Looks Like
- Using Double Layering in All Circumstances
- Finding Other Ways to Use the Technique of Double Layering
- Much, much more!

Book 3: Organizing Your Day: 40 Time Management Hacks To Be More Productive, Maximize Your Day And Get More Done In Less Time

Here Is A Preview Of What You'll Learn Inside This Book...

- How to Plan Your Daily Tasks
- Tips for Accomplishing Household Chores
- Tips for Getting Traveling Errands Accomplished
- Tips for Planning Your Day
- How to Plan for the Unplanned
- The Importance of Making Time for You
- Changing Your Habits for Good
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