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Getting Things Done: The Secret Guide to Help You Go Beyond the To Do List. Master Task Management and How to Get Things Done in 3 Days (performance management, getting things done, project planning)

Kaylie Barrett

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Do you feel overwhelmed at your ever growing “To Do” lists? Are you unsure about how you can most effectively manage all these tasks?

In our culture, we are always trying to get so much done in any given day. Between keeping the trains running on time at home, running errands and managing your kids’ extracurricular schedules, the list just seems to grow! When we see people who seem to have it all together and are able to get so much done, we scratch our heads wondering how they do it all. But they are no different than us. They have the same 24 hours in each day that we do. The difference is they know how to effectively spend their time.

In this book you’ll discover how to finally organize your life so you can effectively get things done and have plenty of time to relax, too. This book reveals two secrets that will completely change the approach you take in finishing your tasks.

First you will discover the art of prioritization. You will learn four proven strategies on how to prioritize your tasks and flawlessly execute them.

The balance of the book focuses on organization and how you can organize your life so your “To Do” list is easily accomplished.

Here is what you will learn after reading this book:

- How to organize your home to minimize daily, time consuming tasks
- The most effective way to cut your cleaning time in half
- How to become an office ninja in your workspace and complete more projects and tasks than anyone else

Getting Your FREE Bonus

Download this book, and find **"BONUS: Your FREE Gift"** chapter right after the introduction or after the conclusion.

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