



TIME MANAGEMENT: Your Ultimate Way to Success Along with - Productivity & Self Discipline

Peter Kaplan

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What's Holding You Back? Are you overwhelmed by the number of things you have to do? Does it all seem like too much?

In Time Management: Is your Ultimate Way to Success Along with Productivity and Self Discipline, Peter Kaplan offers proven tips and suggestions for letting go of distractions like phone and email to unclutter your mind and help you put an end to the inefficiency of multitasking. Let Peter help you organize your time in a logical way and work out your priorities - it's time to do what matters most to you!

With this book, you'll also get a FREE Bonus Chapter: "Making Work and Home Life Manageable"!

Time Management: Is your Ultimate Way to Success Along with Productivity and Self Discipline includes many amazing time management lessons and strategies:

- How Targets Can Clutter Up Your Mind
- The Art of Zen
- How to Avoid Procrastination
- The Purpose of Lists
- Escaping Personality Traits

- Making Work and Home Manageable
- *and* Tidying up the boxes

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