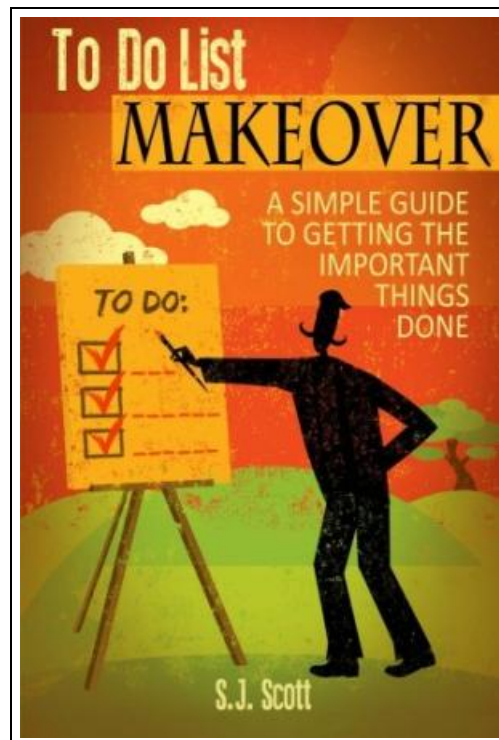


To-Do List Makeover: A Simple Guide to Getting the Important Things Done



Filesize: 3.44 MB

Reviews

Very helpful to all of group of men and women. It can be written in easy terms instead of confusing. You will like how the writer wrote this book.

(Dr. Daren Mitchell PhD)

TO-DO LIST MAKEOVER: A SIMPLE GUIDE TO GETTING THE IMPORTANT THINGS DONE



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Createspace, United States, 2014. Paperback. Book Condition: New. 229 x 150 mm. Language: English . Brand New Book ***** Print on Demand *****.LEARN:: Why Most People FAIL At Getting Things Done Are you creating to-do lists that never get to-done? It s easy to start each workday with a lengthy list of tasks. Then something unexpected comes up. Next thing you know, the day is almost over. You work hard at a frantic pace, but you end up feeling frustrated because there s not enough time to do everything. We all write lists with the hope that they will turn us into productivity machines. Sadly, to-do lists often have the opposite effect. The wrong type of list can be de-motivating, causing you to slack off and procrastinate. DISCOVER: How to Create To-Do Lists That are Both Actionable and Doable The truth is anyone can write a list. The hard part is creating a list that s actionable and also fits into your busy life. More often than not, people fill their lists with a disorganized mess of tasks, wants, needs and random ideas. Then they sit around and wonder why they re not getting significant results in their lives. What s the solution? Rethink the way you manage your daily life. Specifically, you should use multiple lists that cover different types of task. That s the core concept you ll learn in the following book: To-Do List Makeover: A Simple Guide to Getting the Important Things Done. DOWNLOAD:: To-Do List Makeover - A Simple Guide to Getting the Most Important Things Done To-Do List Makeover provides a step-by-step blueprint for writing effective, actionable lists. You will learn: **7 Common To-Do List Mistakes (and How to Fix Them) **The #1 Tool for Capturing Ideas **How to Use a Project List to...



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