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Complete Idiots Guide To Overcoming Procrastination

Lorna L. Hecker, Catherine Ford Sori



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squeezing as much as possible from their limited available resources As one of these resources workers are being asked to do more for less and all within the same work week leaving many of them looking for new ways to become more productive with their time The Complete Idiot s Guide to Getting Things Done answers the call by giving readers the tools they need to increase their efficiency and effectiveness in the workplace From putting out fires to attacking long term goals and everything in between readers are exposed to the fundamental principles of personal productivity 1990, [unreadable] [unreadable] [unreadable]

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