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Career Press, United States, 2006. Paperback. Condition: New. Language: English . Brand New Book. This book presents 151 quick and easy ways to meet these challenges in our daily lives. Each idea comes from a real world experience; each is based on the work of people experimenting, examining, exploring and discovering unique solutions to the time problems all of us face every day. These ideas work! They have been tried and tested by others and found successful. Now they are available to you. While all might not be pertinent to your particular circumstances, many will. Select those that fit and try them. Do more in less time, take control of your schedule and create a new balance between your work and family life. You ll be surprised at how easy it is to take charge of your time and increase the quality of your life.

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