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Kickstart Your Time Management: The Complete Guide to Great Work Habits (The Kickstart Series)

Frances Kay

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Effective time management is an issue which affects our working routines, as well as our lives outside of work. An effective regime will help alleviate stress, free up time for more personal interests, as well as help put some order and direction into your life. *Kickstart Your Time Management* is full of useful hints, tips and techniques to keep the thieves of time at bay.

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