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Leadership Skills Complete Workbook

Karen Schaffer



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based on the original book **WORKBOOK SUMMARY 15 SECRETS SUCCESSFULL PEOPLE KNOW ABOUT TIME MANAGEMENT** BASED ON THE BOOK BY KEVIN KRUSE Are you ready to boost your knowledge about 15 SECRETS SUCCESSFULL PEOPLE KNOW ABOUT TIME MANAGEMENT Do you want to quickly and concisely learn the key lessons of this book Are you ready to process the information of an entire book in just one reading of approximately 30 minutes Would you like to have a deeper understanding of the original book Then this book is for you **CONTENT** Maximizing Every Moment Focusing On What Matters Most Scheduling Specific Tasks Prioritizing High Impact Activities Outsourcing Tasks Efficiently Structuring Days With Themes Handling Tasks Immediately Setting Tight Deadlines Limiting Commitments Starting The Day Productively Prioritizing Well Being Setting Personal Targets Planning Actions Strategically Utilizing Effective Resources Regularly Refining Time Strategies

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