

Time Management for Busy People

Practical, realistic ways to plan your week, focus on what matters, stop procrastinating and make room for rest, even with a full job and family.

E-BOOK • US LETTER

- Plan your week in 20 minutes
- Focus, routines and saying no
- Time audit and daily planning pages

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This e-book offers general productivity tips. If you feel constantly exhausted or overwhelmed, talk to your doctor or another qualified professional.

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