



# **Getting Things Done and Staying Organized: Increase productivity and banish procrastination (Coaching)**

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**Increase productivity and banish procrastination**

This book is a practical and accessible guide to understanding the key to staying organized at work, providing you with the essential information and saving time.

*In 50 minutes you will be able to:*

- Identify the obstacles that prevent you from effectively organizing your work and learn how to eradicate them
- Control your stress at work by understanding the causes and sorting your responsibilities into three different zones of impact
- Optimize your time and prioritize your tasks according to urgency and importance to fight against procrastination

## **ABOUT THE 50 MINUTES SERIES | Coaching Pro**

The Coaching Pro series from the 50 Minutes collection is aimed at all those who, in times of transition or otherwise, want to acquire new skills, respond to unfamiliar situations or simply re-evaluate their work-life balance. Using a simple and effective style, our publications combine theory, actionable insights, concrete examples and practical exercises to enable everyone to move forward on the path to professional growth.

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Playing with family in the park, coming to see the coastal world or hanging out with close friends is thing that usually you may have done when you have spare time, after that why you don't try matter that really opposite from that. A single activity that make you not feeling tired but still relaxing, trilling like on roller coaster you already been ride on and with addition of information. Even you love Getting Things Done and Staying Organized: Increase productivity and banish procrastination (Coaching), you are able to enjoy both. It is excellent combination right, you still would like to miss it? What kind of hangout type is it? Oh come on its mind hangout guys. What? Still don't understand it, oh come on its called reading friends.

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