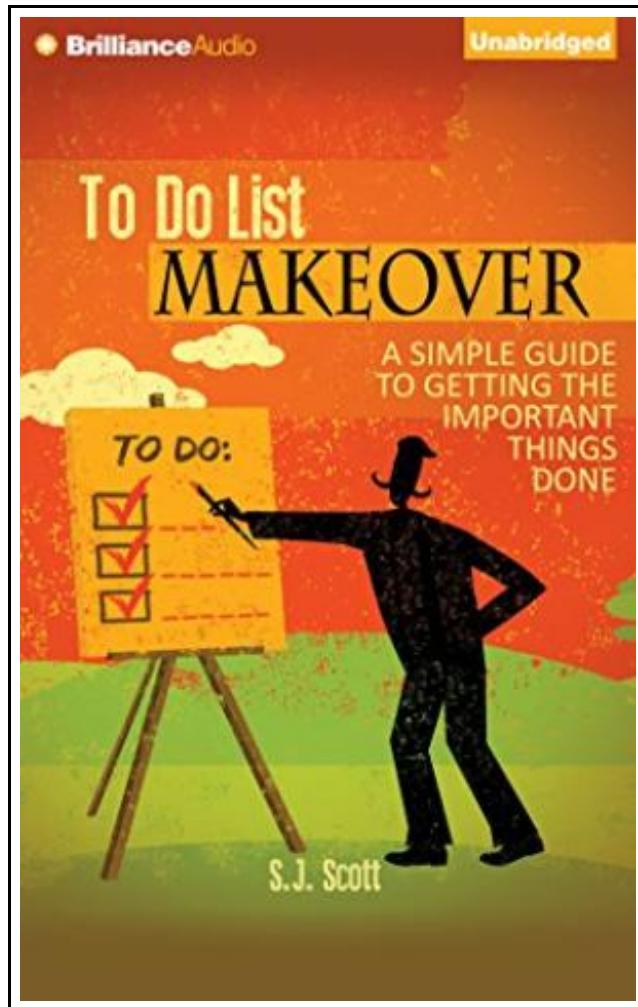


## To-Do List Makeover: A Simple Guide to Getting the Important Things Done



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*(Macey Schneider)*

## TO-DO LIST MAKEOVER: A SIMPLE GUIDE TO GETTING THE IMPORTANT THINGS DONE

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BRILLIANCE AUDIO, United States, 2014. CD-Audio. Book Condition: New. Unabridged. 165 x 137 mm. Language: English . Brand New. Learn: Why Most People FAIL At Getting Things Done Are you creating to-do lists that never get to-done? It's easy to start each workday with a lengthy list of tasks. Then something unexpected comes up. Next thing you know, the day is almost over. You work hard at a frantic pace, but you end up feeling frustrated because there's not enough time to do everything. We all write lists with the hope that they will turn us into productivity machines. Sadly, to-do lists often have the opposite effect. The wrong type of list can be demotivating, causing you to slack off and procrastinate. Discover: How to Create To-Do Lists That are Both Actionable and Doable The truth is anyone can write a list. The hard part is creating a list that's actionable and also fits into your busy life. More often than not, people fill their lists with a disorganized mess of tasks, wants, needs and random ideas. Then they sit around and wonder why they're not getting significant results in their lives. What's the solution? Rethink the way you manage your daily life. Specifically, you should use multiple lists that cover different types of tasks. That's the core concept you'll learn in the following audiobook: To-Do List Makeover: A Simple Guide to Getting the Important Things Done. To-Do List Makeover provides a step-by-step blueprint for writing effective, actionable lists. You will learn: 7 Common To-Do List Mistakes (and How to Fix Them) The #1 Tool for Capturing Ideas How to Use a Project List to Identify Critical Tasks When to Work on Routine, Daily Activities Why the Weekly Review Helps You Get Things...

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