



## 4 Simple Steps to Declutter Your Mind Your Schedule Your Life: How Successful People Manage Their Time and Life. Get More Things Done in Less Time with Less Stress, and Still Have Time

By Jeff Testerman

Createspace, United States, 2014. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.How to get more done in less time with less stress! Published by Many people are overwhelmed with all that is on their plate. They feel stressed and anxious about all the items in their day and week. Can they do it all? In the Book 4 Simple Steps to Declutter Your Mind, Your Schedule, Your Life, you ll discover the four simple steps to declutter your schedule and your life. It doesn t have to be complicated. You can go from overwhelm to peace in an hour or less. Just consistently follow these four simple steps. 1.Gather 2.Prioritize and plan 3.Act 4.Release and relax. Listen to what others have said: Freed from chaos, that s how I would describe what this book has done for me. When I started, my head was so cluttered and I felt so overwhelmed that I had no clue on how to get started. The principles and practical exercises of this book have given me clear direction for the first time in my life. I ve tried other time management systems but..



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