



How to Get Control of Your Time and Your Life

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How to Get Control of Your Time and Your Life Alan Lakein

What do Gloria Steinem and I.B.M. have in common?

Both have sought the advice of Alan Lakein, famous time management expert, in order to minimize the time they waste and to maximize their productive capabilities. Now his practical wisdom and amazingly effective simple rules are available to you:

- How to build your willpower
- How to waste time for pleasure and profit
- How to work smarter, not harder
- And much, much more

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