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daily life and workplace
the book is packed with
advice models and
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management'

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is to use the 80 20 rule
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states that 80 of the
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tool you can refer to at
anytime and get some
practical suggestions
without having to read
through a long book one
of our favorite tips is
before you eat the frog
set the table in other
words get clear about
want you really want
before you start taking
action'

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the way i highly remend
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choices about everything
you do in your daily
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to don t list method when
you say no to one idea
you have more time to
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how to make choices about
everything you do in your
daily creative practice
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