

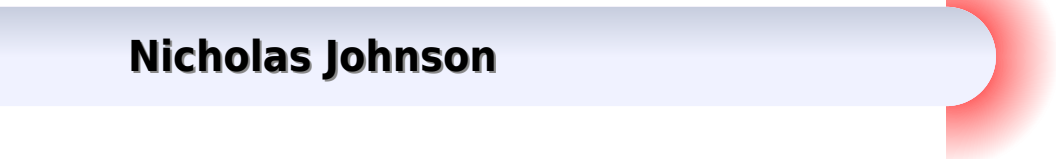


***INCREASING
EFFECTIVENESS TO
MASTER OFFICE LIFE***

@kevinduncan

Tick Achieve Tick Achieve

Nicholas Johnson



Tick Achieve Tick Achieve:

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5 LOOK LIVELY The value of energy in business and in life generally Getting your attitude right Why lazy people are unhappy people Speed that s the thing Spotting pointless people Ditching the time wasters Don t waste time yourself beware aimless net surfers Cutting out the irrelevant stuff

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7 TICK ACHIEVE The art of great list writing The Priority Matrix The Growing Pane and how to use it Tick achieve So have you done it

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