

Simplify Your Time: Stop Running and Start Living!

Marcia Ramsland



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Gain control of your time in 30 days (or less!).

Is your to-do list driving you crazy? Do you have more things to do than time to do them? Are you running in circles in spite of multi-tasking and staying up late?

Organizing Pro Marcia Ramsland shows you how you can gain control of your schedule by learning to save time, spend time, capture time, and multiply your time. In 30 days (or less) learn practical skills that help you trade time-wasters for time-savers and will show you how to:

- streamline your day
- simplify clutter piles
- choose the right calendar
- cut down your to-do list and actually accomplish more

Simplify Your Time is your personal time management guide. With 101 Time-Saving Tips, you can relieve your daily stress, find time for yourself, and create a lifestyle that allows you to get more done in less time!

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