

Over 100 Actionable Recipes To Help You Perform Everyday Tasks Effectively In

The Eisenhower Matrix: This matrix helps you prioritize your tas

<p>**Instructions:**</p> Break down your work into 25-

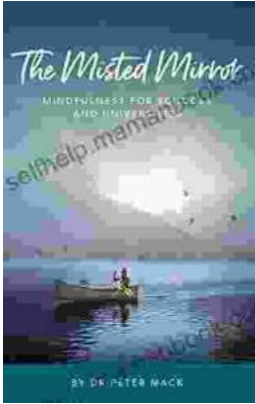


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★★★★☆ 4.4 out of 5

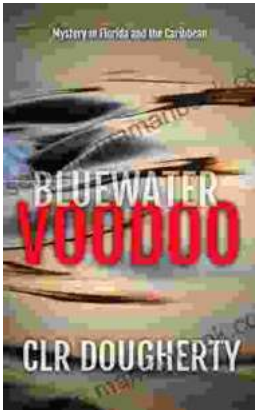
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