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Kennen Sie das Gefühl, keine Zeit zu haben? Keine Zeit, um Ihre Aufgaben zu bewältigen - ganz zu schweigen von der Zeit, um wirklich Wesentliches in Ihrem Leben zu bewegen?

Dieses Buch führt Sie in fünf Schritten zum erfolgreichen Zeitmanagement. Sie erfahren, wie Sie durch konsequente Tagesplanung die unüberschaubar scheinende Flut von Aufgaben strukturieren und optimal bewältigen.

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