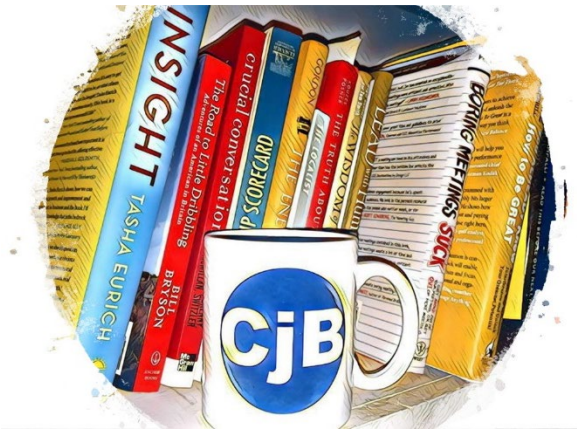
TIME MANAGEMENT & PRODUCTIVITY

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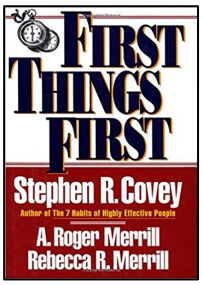
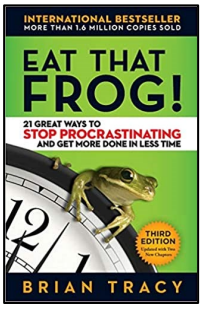



## First Things First

by Stephen R. Covey

https://amzn.to/315QHoq




## Eat That Frog!

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by Brian Tracy

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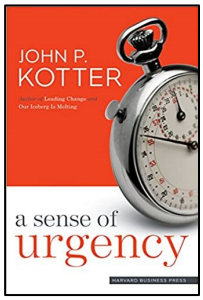


## A Sense of Urgency

by John P. Kotter

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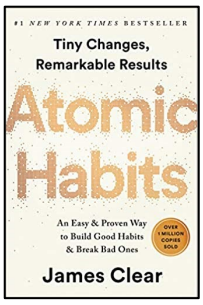


## Atomic Habits

**An Easy & Proven Way to Build Good Habits & Break Bad Ones**

by James Clear

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