



# **Time Management Box Set: Become Proficient and Learn How to Get Things Done with Simple and Effective Time Management System (Time Management Books, Time Management Skills, effective time management)**

*Donna Black, Joe Graham, William Gore, Tara Oneal, Roy Ward, Angelina Marks*

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## **BOOK #1: OneNote: 8 Easy Ways To Master OneNote. Discover How to Use OneNote for Getting Things Done**

OneNote is an amazing tool, and it is a recent entry to the Microsoft library, but that doesn't mean it's not worth its weight in gold. After reading through this manual, you will see just how incredible this Microsoft Office component truly is for everything you do. This program has an unbelievable attention to detail and style. Your presentations, lectures, and business correspondence will blow your competition completely out of the water.

## **BOOK #2: Evernote: The Supreme Evernote Guide with Easy Steps On How To Master Evernote And Organize Better Your Life**

Evernote has become one of the most talked about organization tools available in this digital age, yet you don't know the first thing about it and when you look at the screenshots, you get overwhelmed. This book helps you to use the different features which makes Evernote so popular with people as well as what you can use the feature for. Plus, there is a section where you can learn specific tips and tricks to get you even farther.

## **BOOK #3: Evernote Hacks: 48 Evernote Hacks to Supercharge Your Life**

If you are having troubles with organizing your data, thoughts, ideas or life, Evernote can be of great help. Evernote is very simple to use and all of the tools look pretty much straightforward, which says a lot about how simple, but handy this app is and can be. We will be discussing about how Evernote hack can ease, both, your personal and your professional life, helping you keep track of everything you need and have.

## **BOOK #4: Evernote Essentials: The Ultimate Advanced Guide to Become Proficient in Evernote in less then 5 Days**

The aim of this book is teach you how to use Evernote quickly and efficiently and have you mastering it within just a few days. Evernote lets you quickly and easily make and trade notes to keep your work and home life in check. It helps you easily balance everything going on and share those notes with other people to keep them in the loop too.

## **BOOK #5: Evernote: Over 28 Essential Tips, Tricks and Techniques You Wish You Knew About Evernote**

Have you ever just wanted to get rid of everything in your office because you felt so cluttered and discombobulated? Are you tired of keeping track of other people's filing systems or having to convert it to your own? Evernote is the answer for you! Evernote is a great application that is available on iOS, Android, desktop, or your mobile devices. Create notes from anywhere, even your mobile phone! You can take snapshots of text and images, documents, and bsiness cards and then file them away and retrieve them when needed. Designed to educate you about all of the functions and purposes of the application, this manual will help you to convert your life into one that is virtually paperless!

## **BOOK #6: Time Management: Simple and Effective Time Management System on How to Improve Personal Productivity, Schedule your Time, Have a Control Over Your Life and Set and Reach Your Objectives Right Away**

This book will guide you step by step that how you can use the system of time man genet in order to get a complete control over your life and its goals. It emphasizes the thing that you must be well aware of all the facts that are involved in choosing the tasks to be performed according to the level of priorities they got. Depending upon each category, you will then be able to realize that the things you are dealing with ate how much interrelated with each other.

## **Getting Your FREE Bonus**

Download this book, and find "**BONUS: Your FREE Gift**" chapter right after the introduction or after the conclusion.

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