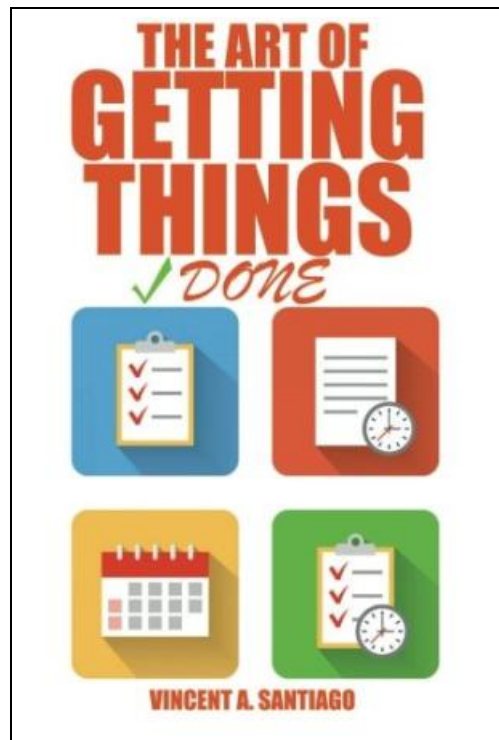


## The Art of Getting Things Done: 10 Prolific Ways to Effectively Manage Your Time



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