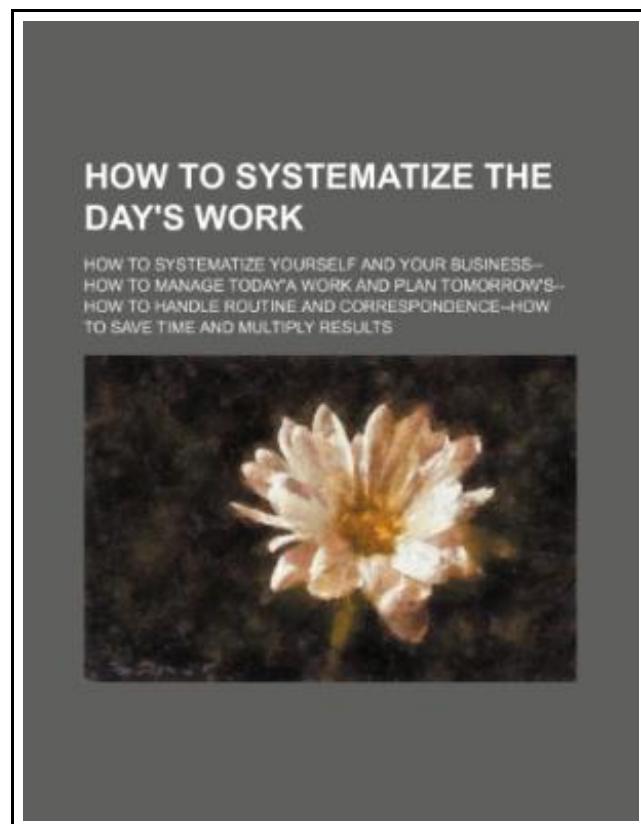


## **How to Systematize the Day's Work; How to Systematize Yourself and Your Business--How to Manage Today's Work and Plan Tomorrow's--How to Handle Routine and Correspondence--How to Save Time and Multiply**



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*Complete information for publication fans. Better than never, though I am quite late in start reading this one. It's been written in an extremely straightforward way in fact it is just soon after I finished reading this ebook in which basically altered me, change the way I believe.*

*(Ellie Stark)*

## HOW TO SYSTEMATIZE THE DAY S WORK; HOW TO SYSTEMATIZE YOURSELF AND YOUR BUSINESS--HOW TO MANAGE TODAY A WORK AND PLAN TOMORROW S--HOW TO HANDLE ROUTINE AND CORRESPONDENCE--HOW TO SAVE TIME AND MULTIPLY

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