

### The Art Of Goal Setting For Beginners: Become The Master Of Productivity And Improve Your Life In 30 Days Or Less... The Easy Way (The Art Of Getting Things Done The Easy Way Book 2)

By Donald Allen



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## The Art Of Goal Setting For Beginners: Become The Master Of Productivity And Improve Your Life In 30 Days Or Less... The Easy Way

#### Getting Things Done The Easy Way... Here's What You Will Learn:

- How To Take Responsibility In Life
- Why You Should Get Out Of Your Comfort Zone Right Now
- How To Change Self-Limiting To Empowering Beliefs
- How To Create Balance In All Areas Of Your Life
- How To Simplify Your Life
- The Art Of Goal Setting For Beginners
- How To Keep Your Goals "SMART"
- How To Overcome The Fear Of Failure
- Why Getting Started Is The Hardest Part And What You Should Do About This
- How To Stop Procrastination In 5 Minutes
- How To Stick To Your Goals
- Why Single-Minded Focus Is The Only Real Way
- How To Develop A Laser Sharp Mental Focus
- How To Be More Productive
- How To Use Goals Without Neglecting Presence In The Now

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