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By Can Akdeniz

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As much as this could surprise you, the basis for getting things done, the first step that can make a difference between a doer and a don't-er is the TO-DO LIST, or, more precisely, the way one creates such a list. That is because a to-do list is not just a piece of paper on which you jot down some things you need to do – it's an extremely useful instrument, a lot more complex than that. It is an indispensable tool for your success. This book will teach you how to create this sort of tool: general principles, the steps you need to take in making a list, the things you need to avoid, specific tips and techniques to be more efficient and more.

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