

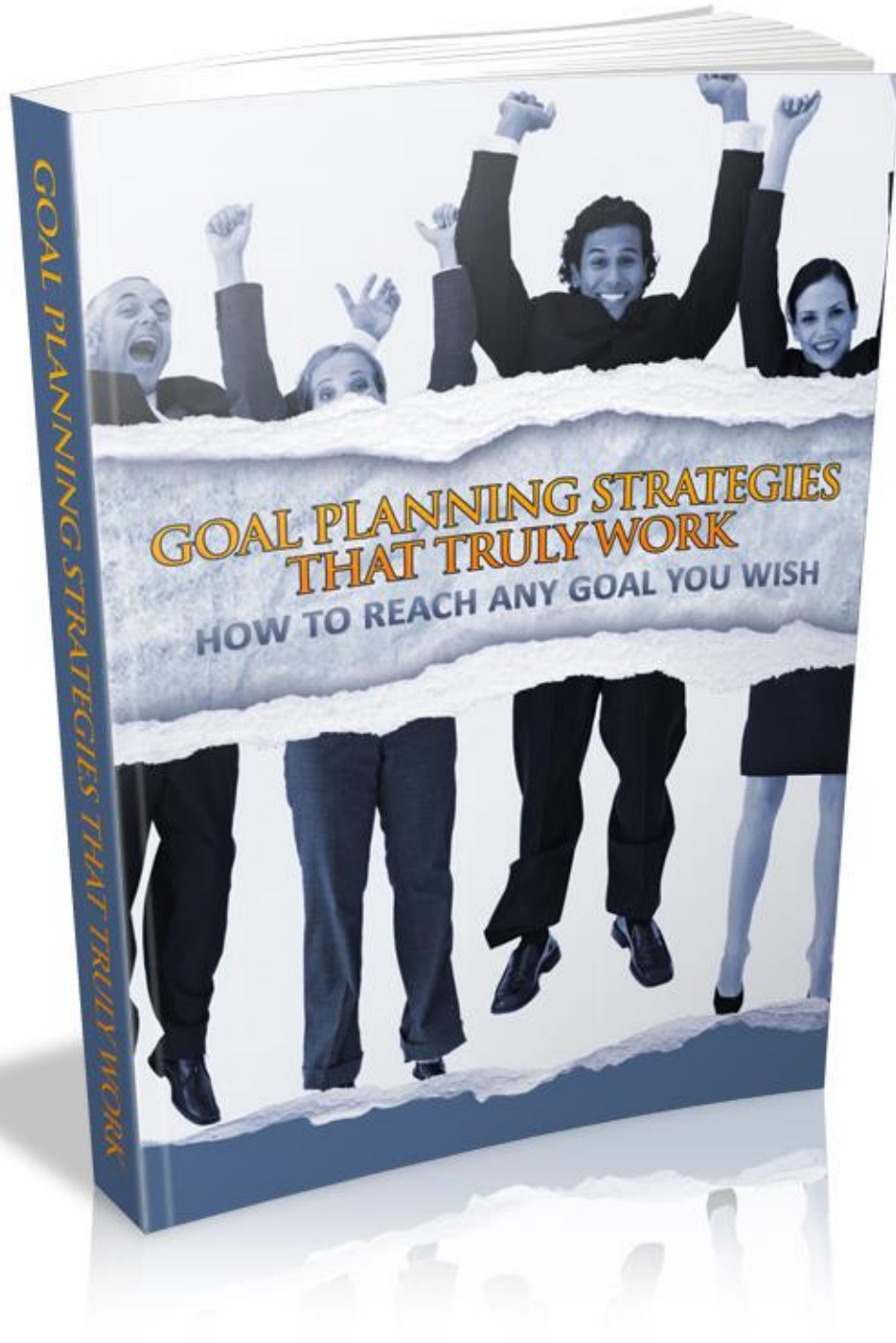
The Goal Setting & Getting Results Series (5 Books)



In these 5 books you will discover:

- All about the basics of setting the right goals. Find out what works and what does not work. Learn to use your energy effectively without running around in circles. How the knowledge era has changed the speed at which people set goals and how to turn your life around even if you think you are far behind others.
- What the most important tools are that you can use to motivate yourself.
- The techniques you can use to blast through obstacles in order to get what you want in life.
- Creative methods when it comes to time management - learn the art of prioritizing, setting the right goals and spending time on what matters the most to you.
- The best organization tips and how to get mentally organized right away.
- Powerful tips and strategies on spending and saving time, and getting results.
- The most critical thing you must learn - the correct mindset if you want to set yourself up for winning.
- And so much more!

Book 1. Goal Planning Strategies That Truly Work
How To Reach Any Goal You Wish



Book 1. Goal Planning Strategies That Truly Work

Contents

Foreword

Chapter 1: Prioritizing

Chapter2: Tips to Help You Prioritize

Chapter 3: Beating Procrastination

Chapter 4: Tips for Staying Focused

Chapter 5: Work Less Accomplish More

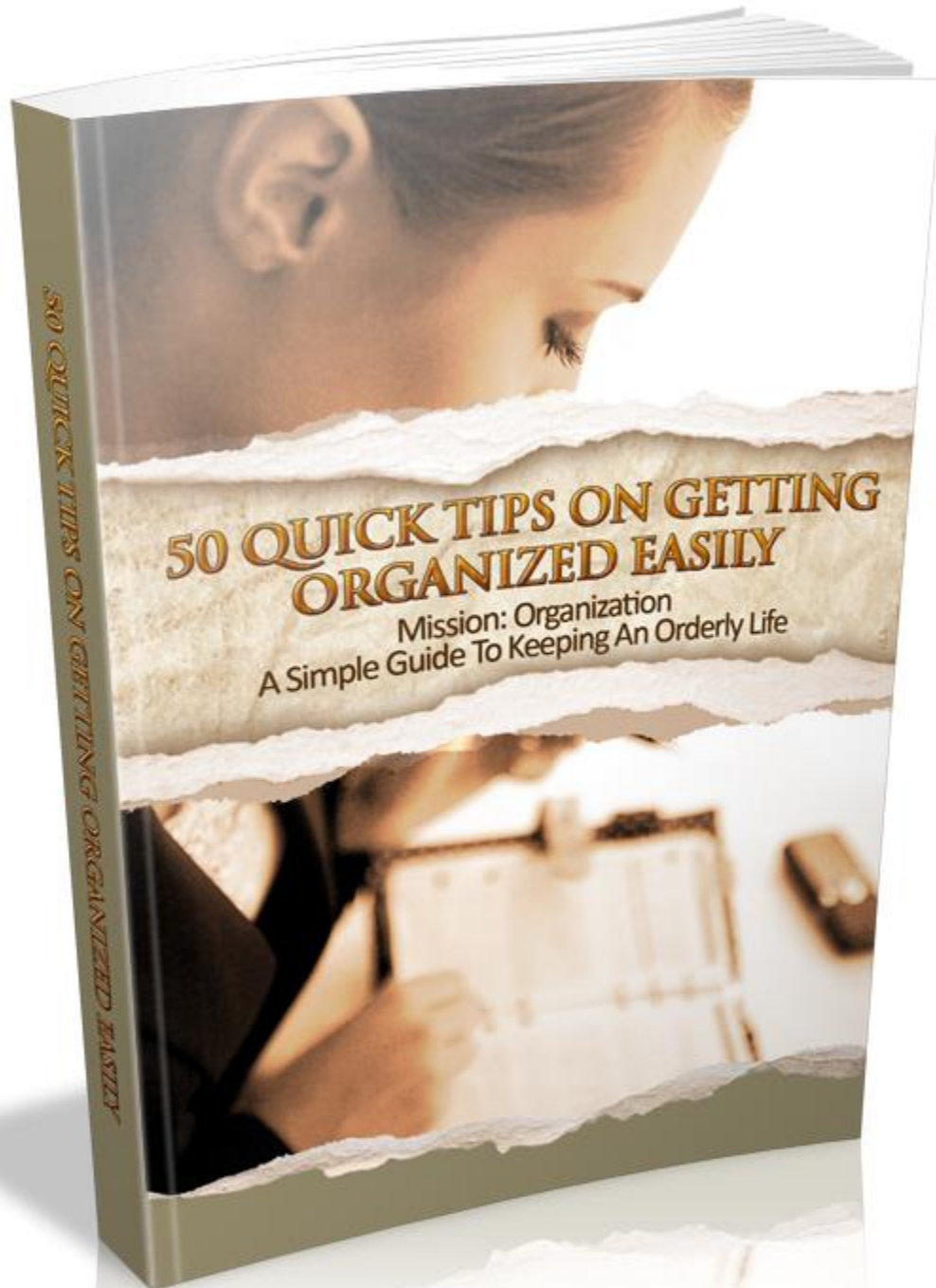
Chapter 6: Equanimity

Chapter7: Using Affirmations

Wrapping up

Book 2. 50 Quick Tips On Getting Organized Easily

Mission: Organization - A Simple Guide To Keeping An Orderly Life



Book 2. 50 Quick Tips On Getting Organized Easily

Contents

Chapter 1: Organization Tips 1-7

Chapter 2: Organization Tips 8-14

Chapter 3: Organization Tips 15-21

Chapter 4: Organization Tips 22-28

Chapter 5: Organization Tips 29-36

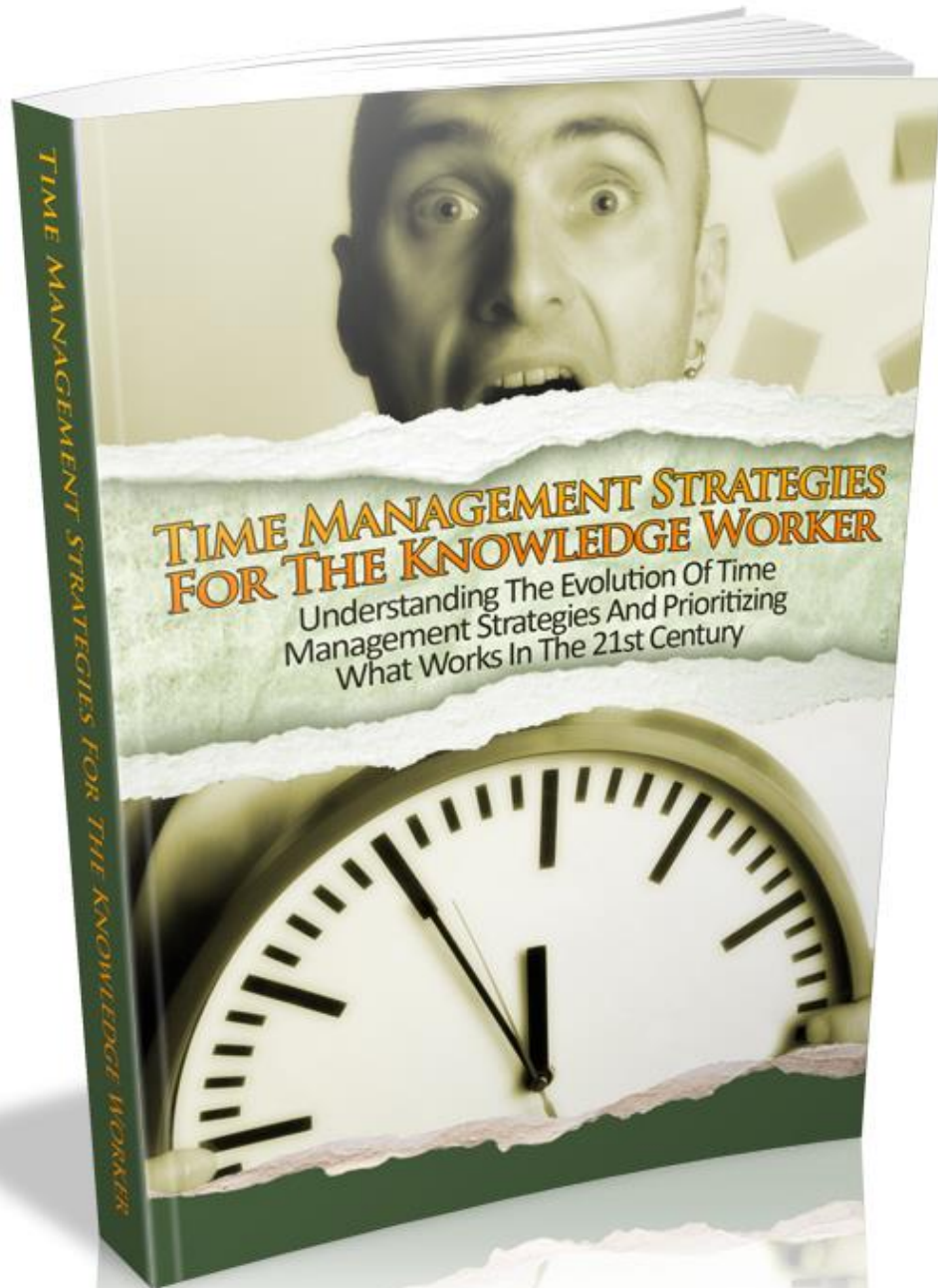
Chapter 6: Organization Tips 37-43

Chapter 7: Organization Tips 44-50

Wrapping Up

Book 3. Time Management Strategies For The Knowledge Worker

Understanding The Evolution Of Time Management Strategies And
Prioritizing What Works In The 21st Century



Book 3. Time Management Strategies For The Knowledge Worker

Contents

Foreword

Chapter 1: Leadership Calls For Time Management

Chapter 2: What Causes Poor Time Management

Chapter 3: Procrastination

Chapter 4: Realizing Your Present Productivity

Chapter 5: How To Prevent Disasters

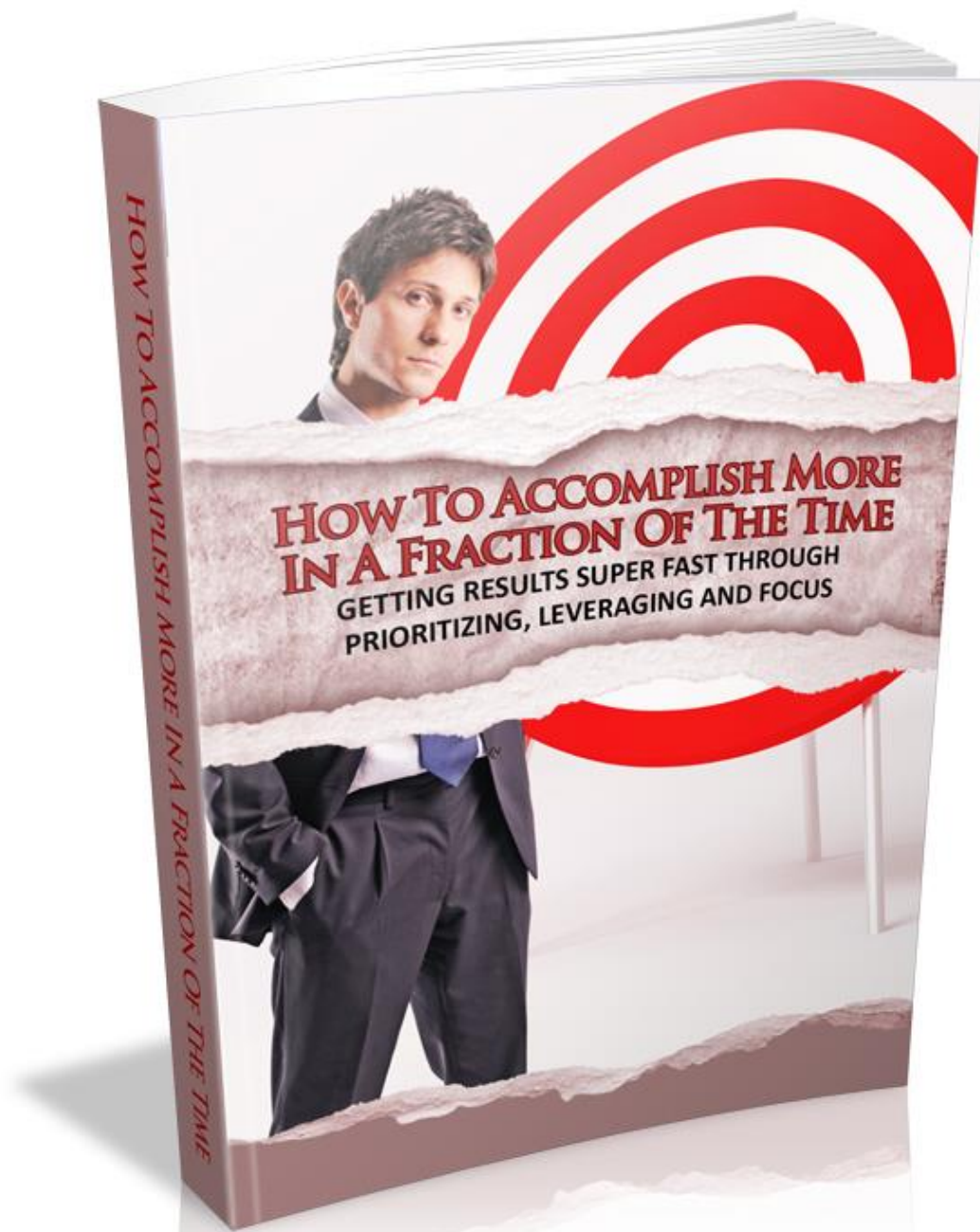
Chapter 6: Learn To Delegate

Chapter 7: Time Management Techniques

Chapter 8: Avoid Interruptions

Wrapping Up

Book 4. How To Accomplish More In A Fraction Of The Time
Getting Results Super Fast Through Prioritizing, Leveraging And Focus



Book 4. How To Accomplish More In A Fraction Of The Time

Contents

Foreword

Chapter 1: Prioritizing

Chapter 2: Tips to Help You Prioritize

Chapter 3: Beating Procrastination

Chapter 4: Tips for Staying Focused

Chapter 5: Work Less Accomplish More

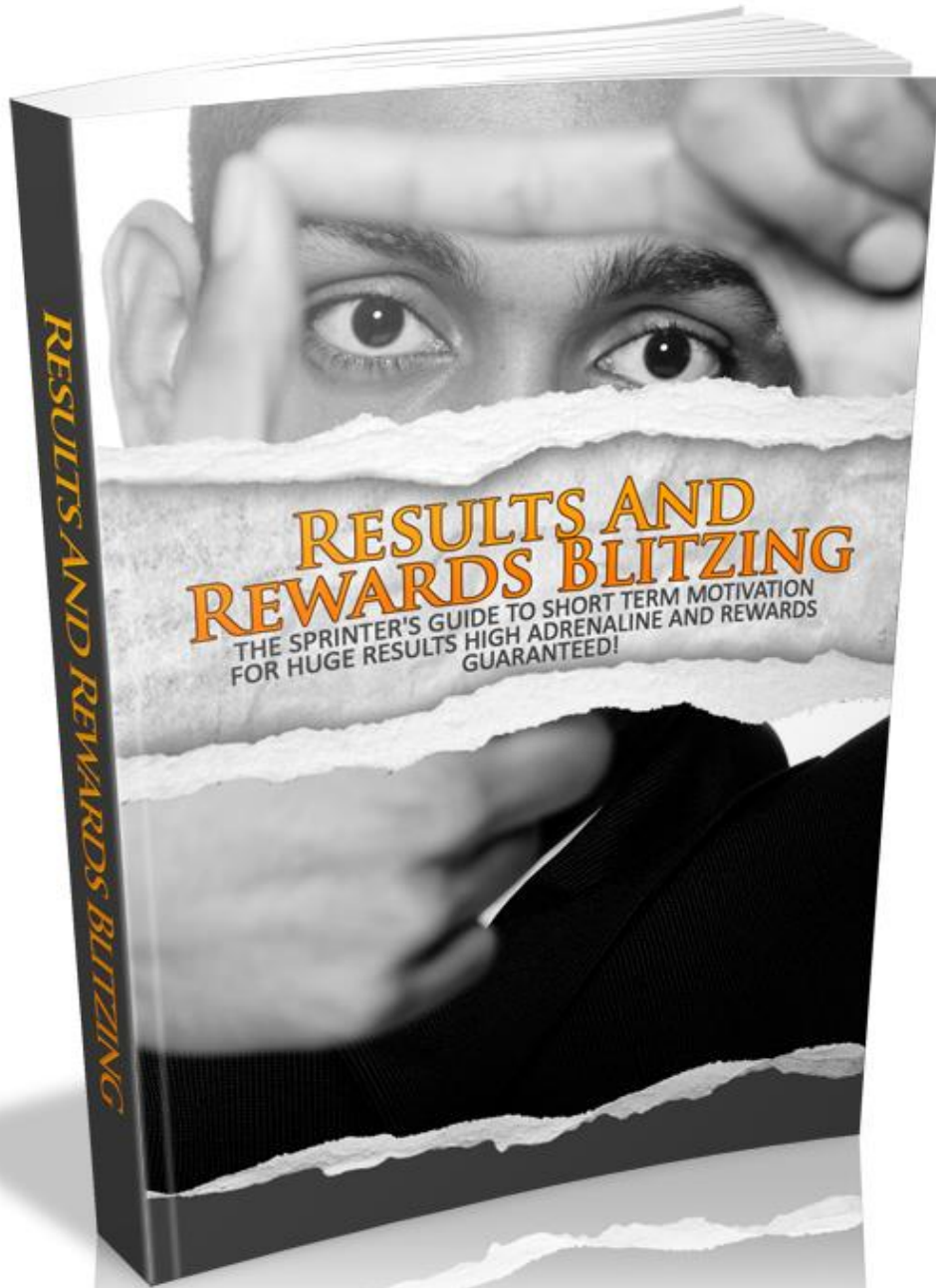
Chapter 6: Equanimity

Chapter 7: Using Affirmations

Wrapping up

Book 5. Results And Rewards Blitzing

The Sprinters Guide To Short Term Motivation For Huge Results -
High Adrenaline And Rewards Guaranteed



Book 5. Results And Rewards Blitzing

Contents

Foreword

Chapter 1: Take Stock

Chapter 2: Get Targeted

Chapter 3: Optimism And Motivation

Chapter 4: Concentrating And Planning

Chapter 5: Push-ups And Responsibility

Chapter 6: Be Clear And Make A List

Chapter 7: Mental Attitude

Chapter 8: Focus

Wrapping Up