

# Get Organized. Get Focused. Get Moving. PDF Download by Cynthia Kyriazis eBook or Kindle ePUB Online free

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## Synopsis Books:

*Disorganization leads to missed deadlines and opportunities....*

*Missed deadlines and opportunities lead to a decline in performance....*

*Declined performance oftentimes leads to financial losses and STRESS...*

**Are your business goals being realized to their full potential?? Or are they falling into productivity potholes?**

Cynthia Kyriazis shares with you the best organization and time-management principles of her 25-year professional career as a productivity trainer and coach. From small business owners to Fortune 500 companies, these principles are proven, effective, and most importantly, applicable to your life, work, and business.

Kyriazis provides coaching and instruction on how to build the foundation for your time-management success: **Getting Organized**. Once you have mastered this formerly easier-said-than-done principle, your time and newly found focus will facilitate the building of the things you really want to be successful at: goal-setting, prioritizing, scheduling, communications, boundary-setting, and delegating, to name a few.

It really all does begin with organization, so dont procrastinate.

***Get Organized. Get Focused. Get Moving.***

Tags

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