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Book 1: Learn How to Organize your Day,
Declutter your Life and Become Productive + Book
2: 12 Important GTD Evernote Lessons On How
To Use Evernote

Michael Holmes, Marian Williams

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Book 1 - Organize Your Day

The Ultimate Productivity and Organization Guide: Master Time Management Skills, Learn How to Organize your Day, Declutter your Life and Become Productive to Get Things Done (GTD)!

This book is The Ultimate Productivity Organization Guide. Its aim is to bring the user to the understanding of time and its management therefore helping them effectively manage their time to increase their daily productivity. It is focused on helping you as the reader organize your day and manage your time. It will enable the readers understand the areas they go wrong when it comes to using their time. It will further show the reader the various home and work processes and conditions that make it impossible for them to manage their time therefore giving them ideas on how they can declutter their offices and homes which eventually paves way for a smoother day with enough time for every important thing that needs to be done. The book will provide valuable tips on how they can keep track of their time, prioritize to-do things and manage to perform them with ease and satisfactorily. The book is going to cover the following time management topics:-

- Organize your home, Organize your day
- The Month-Down-To-Day Plan
- Organizing a Particular Day
- Prioritize, Sort, execute; 23 Time Management Tips
- Three effective steps that get things done on time

Book 2 - Evernote

12 Important GTD Evernote Lessons On How To Use Evernote For Getting Things Done

Evernote has been referred to as an "external brain" by many user because it store anything and everything and it is easy to locate and search for. Anything can be added to Evernote and these things can be added through your devices. Evernote allows your mind to be free of wondering where you kept a particular file, picture, audio or document. In this book, we will talk about:

- What to do when starting Evernote
- Smart Tips on using Evernote
- Things you can do with Evernote you didn't know before
- Shortcuts used in Evernote.

And much more!

Take a look inside and enjoy the book!

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From reader reviews:

James Rose:

Do you have favorite book? If you have, what is your favorite's book? Guide is very important thing for us to understand everything in the world. Each guide has different aim as well as goal; it means that guide has different type. Some people sense enjoy to spend their time for you to read a book. They can be reading whatever they acquire because their hobby is actually reading a book. Think about the person who don't like looking at a book? Sometime, individual feel need book after they found difficult problem or maybe exercise. Well, probably you'll have this Organize Your Day with Evernote 2 in 1 Bundle!: Book 1: Learn How to Organize your Day, Declutter your Life and Become Productive + Book 2: 12 Important GTD Evernote Lessons On How To Use Evernote.

Kathleen Young:

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Frank Moore:

A lot of people always spent their very own free time to vacation as well as go to the outside with them loved ones or their friend. Do you know? Many a lot of people spent that they free time just watching TV, or playing video games all day long. If you wish to try to find a new activity honestly, that is look different you can read the book. It is really fun in your case. If you enjoy the book that you just read you can spent the entire day to reading a book. The book Organize Your Day with Evernote 2 in 1 Bundle!: Book 1: Learn How to Organize your Day, Declutter your Life and Become Productive + Book 2: 12 Important GTD Evernote Lessons On How To Use Evernote it is quite good to read. There are a lot of those who recommended this book. We were holding enjoying reading this book. Should you did not have enough space to bring this book you can buy often the e-book. You can m0ore quickly to read this book from a smart phone. The price is not very costly but this book offers high quality.

Donna Solano:

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