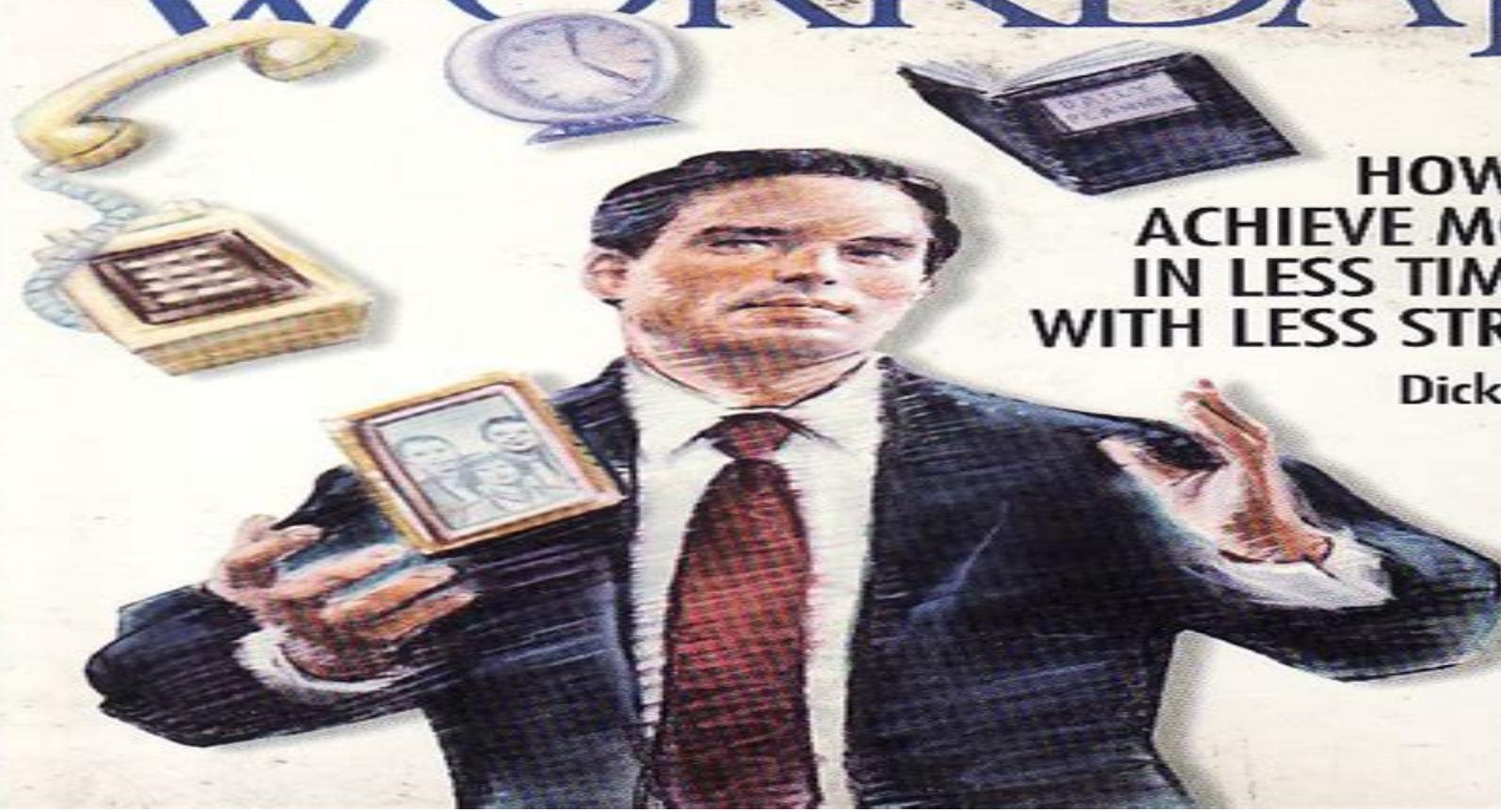


TAKING CONTROL OF YOUR WORKDAY



**HOW TO
ACHIEVE MORE
IN LESS TIME —
WITH LESS STRESS**

Dick Lohr

Taking Control Of Your Workday

Jianjun Gao



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