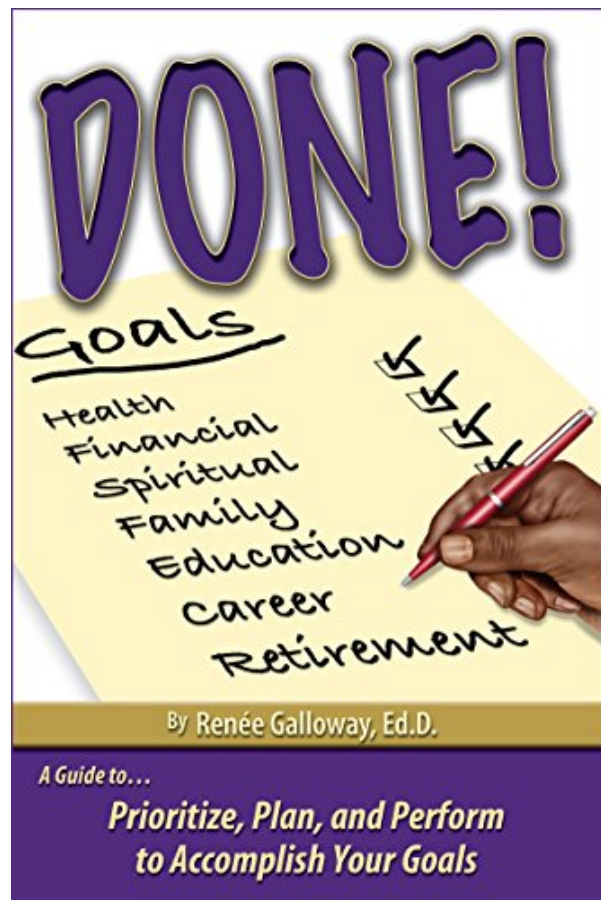
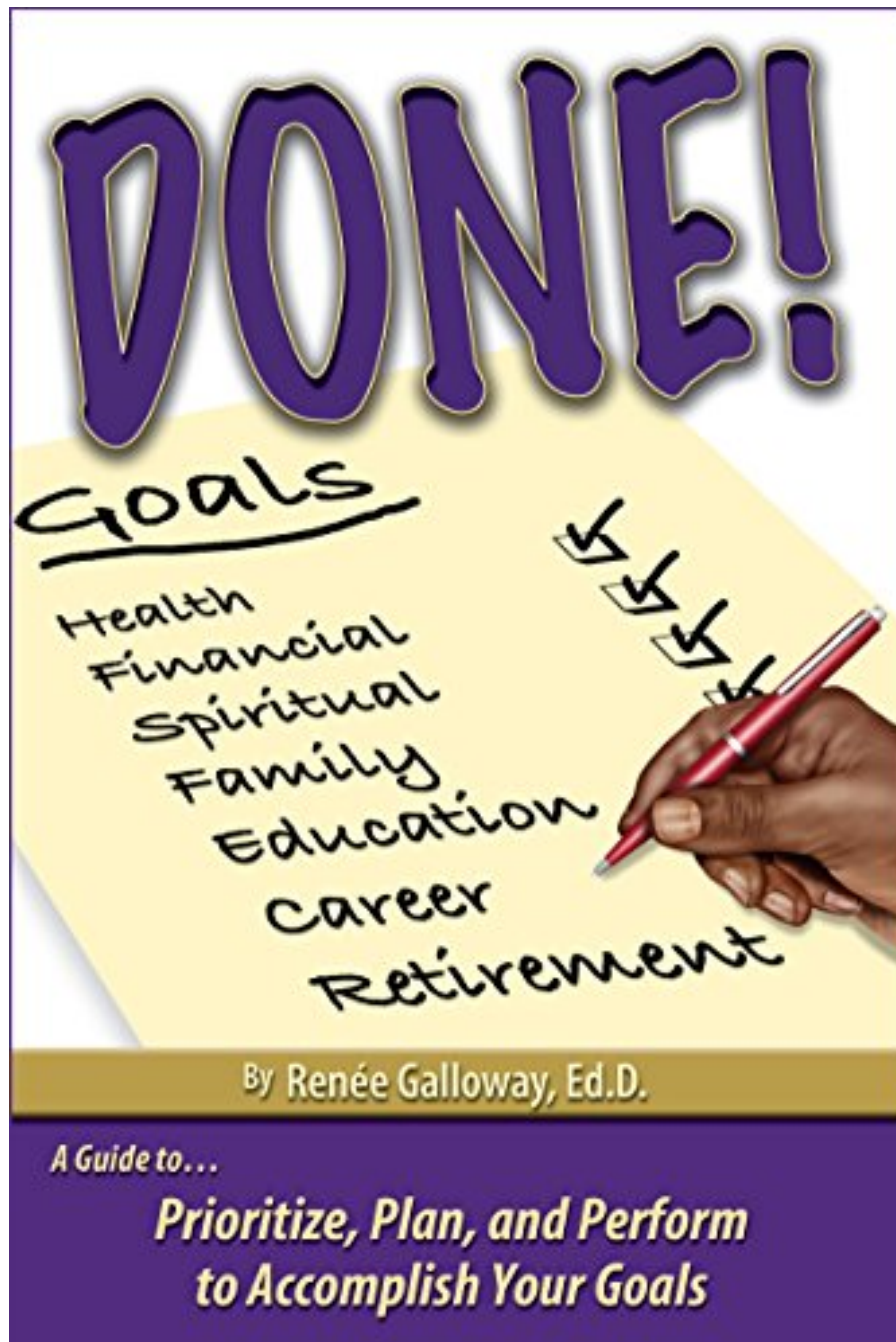


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Do you formulate goals only to get sidetracked by a busy life?
Do you feel overwhelmed and unfocused?
Do you wish you could finally take charge of your schedule?

If you answered 'yes' to any of these questions, then this book is for you. Dr. Galloway has the answers you seek-and she's organized them into an easy to understand and easy to follow format. Done will help you understand how to prioritize, plan and perform so that you can achieve your goals and dreams. You can expect to learn the following:

How to use big picture priorities to set direction for your life

Steps to formulate realistic and achievable goals

Strategies for effective planning

Keys to performing when things don't go as planned

Tips to overcome procrastination

Guidelines to build a better you

This book is a practical guide to prioritizing, planning and performing to accomplish your goals. It is a recipe for success you don't want to miss.

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A Refreshing Review

By Audrey J Snyder

I found "Done" to be a refreshing review of how to accomplish my goals. It is too easy to get bogged down or overwhelmed with what needs accomplished in a world of multi-tasking. Renee outlines a quick and easy path to setting goals, tracking your progress and celebrating your success when it's DONE. I found the tips to procrastination particularly helpful in building my goals. The SMART GOALS worksheets were a useful guideline. Developing positive reinforcement and seeking fresh perspectives kept me upbeat whenever I had doubts about accomplishing my goals. I recommend "Done" for anyone who wants to grow, develop and

accomplish their goals for a better future.

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