

CEP Magazine – August 2019

Three hacks to steal back time

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For professional athletes, world records are won and lost in hundredths of a second. Happily, most of us aren't under that extreme time pressure, but we still need to make every moment count. Whether through meeting requests, email chains, or invitations to pick your brain over coffee, your days can quickly be filled with unproductive tasks that take you further from your goals. Here are three hacks to help you take back your time.

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