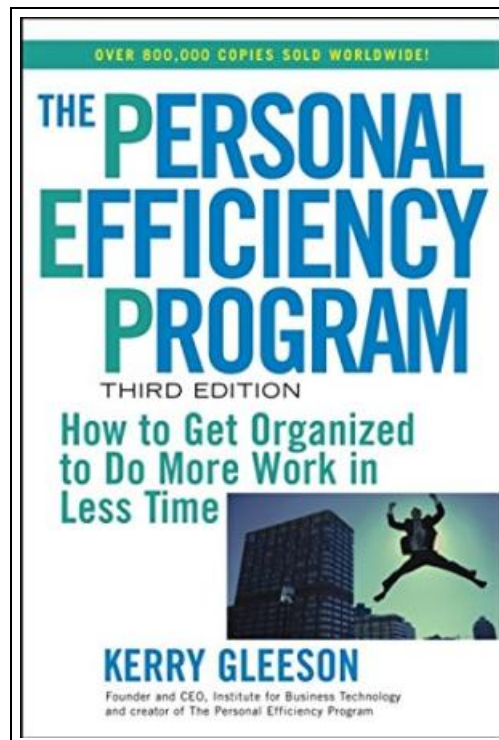


## The Personal Efficiency Program: How to Get Organized to Do More Work in Less Time



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## THE PERSONAL EFFICIENCY PROGRAM: HOW TO GET ORGANIZED TO DO MORE WORK IN LESS TIME



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