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the Right Things Done is a worthwhile read, especially for people who need not only to manage their time better, but also ensure their time is being spent on the right things. Too often, wisdom about the proper priorities of work, family, volunteerism, and so forth is won at the expense of years (even decades) of misdirected labor and focus.

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In 18 Minutes: Find Your Focus, Master Distraction, and Get the Right Things Done, Peter Bregman doesn't offer a slew of strategies to accomplish all your activities per day.

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