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stephen richards covey october 24 1932 july 16 2012 was an american educator author businessman and speaker his most popular book is the 7 habits of highly effective people 1

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using this book will help you create balance between your personal and professional responsibilities by putting first things first and acting on them covey teaches an organizing process that helps you categorize tasks so you focus on what is important not merely what is urgent

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first things first 2 1994 is a self help book written by stephen covey a roger merrill and rebecca r merrill it offers a time management approach that if established as a habit is intended to help readers achieve effectiveness by aligning themselves to first things

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in first things first stephen m r covey advocates categorizing tasks by urgency and importance so that you can focus on what actually needs to be done in the limited amount of time

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