



**Project Management Box Set: 38 Amazing Project Management Books Tips for Absolute Beginners, 16 Brilliant tips on How To Use Evernote and 22 Amazing tips ... Evernote, Project Management books)**

*Alton Ford, Eli Cline, Christopher Gaines*

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## **BOOK #1: Project Management For Beginners: An Amazing Guide for Absolute Beginners on How To Track, Plan, and Run Projects**

Are you desirous of developing project management skills that will ultimately enhance your managerial abilities and skills or you just want to have this knowledge to help you handle and manage your day to day managerial activities and inputs? The ability to manage projects effectively and successfully is an issue that cannot be over emphasized or relegated to the background. It requires definite knowledge and know how's. This book is a comprehensive compilation of the development of project management skills needed both in an organization and in general project implementations. Various project management skills and modes of implementations has been comprehensively discussed and expanded upon in this book. There are great benefits attached to having good project management skills. You are able to contribute your own input towards meeting an organization's goals and objectives which will ultimately produce good business results. If you would like to learn and understand project management in all its ramifications, this is the right book for you.

### **After reading this book, you will be able to:**

- Know and understand what project management is all about
- Learn some important tips to guide your project management skills
- Learn about the various approaches to project management
- Learn Scheduling in project management

## **BOOK #2: CEO Yourself: 22 Amazing Tips on How to Make Yourself a CEO**

A CEO is the main person in the company who is responsible for the ultimate success or failure of your

company. The job of a CEO is very stressful and many people who become CEO's can't handle the pressures. This is why I wrote this book.

## **Contents of the book:**

- Chapter 1 – Why Become A CEO
- Chapter 2 – 22 Tips for Being CEO
- Chapter 3 – Handling Stress as a CEO

## **BOOK #3: Evernote: 16 Brilliant Evernote Tips on How to Use Evernote at Work to Increase Your Productivity**

Do you want to clear up your office desk of all the unnecessary paper? Do you want to store all your notes, plans, creative ideas, sketches, visual and audio collections in a digital and online repository that you can access via the web wherever you go? Do you want to be more creative and efficient and improve your productivity at work by using digital organization tools? Do you want to never again forget about an important appointment, date, idea or plan, while trying hard to keep up with your busy schedule? Then Evernote is the perfect online electronic service for you. Regardless of where you work and what position you hold, this online note-taking service will provide you with the most creative and unexpected ways to make creative, handwritten, visual and audio notes, drafts, ideas, projects, presentations, store them in Evernote notebooks and then share them with your superiors, employees, coworkers and clients.

## **Learn more about:**

- Why this contemporary online organization tool is growing ever more important in the digital world
- The 13 most useful Evernote tools that will help you improve your work performance
- The 16 brilliant Evernote tips that will help you boost your creativity and increase your work productivity

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