

## Self-Help 4 In 1 Collection: Boost Your Productivity With These Helpful Tips: (Self Help Guide to Personal Development) (Self-Help Books)

Michael Fitt

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# Self-Help 4 In 1 Collection: Boost Your Productivity With These Helpful Tips

# **Book 1. Confidence Bible: Achieve Your Dreams Without A Fear Of Failure!**

The "Confidence Bible: Achieve Your Dreams Without A Fear Of Failure" is designed to help you with low self-esteem. This book helps you to understand confidence and you will be able to increase it. The confidence and positive attitude play an important role in your life. It can make you pleasing and optimistic. Confidence is an important trait that helps you to increase your productivity. It is possible to increase your self-confidence that is necessary for your personal and official life. Keep it in mind that your achievements can bring considerable improvements in your confidence level. The confidence is also linked to motivation to impact your performance. If you have any fear, bad habit, lack of confidence or shadow of bad memories, this book will help you. It helps you to get rid of all negative things in your life and become a better person.

### Book 2. Peace And Happiness: Declutter Your Mind With 10 Tips On How To Clear Mental Clutter

The "Peace and Happiness: Declutter Your Mind with 10 Tips on How to Clear Mental Clutter" is designed for you so that you can enjoy a healthy life. You should think straight and analytically to increase your productivity. Wrong feelings, negative emotions and lots of other things are major criminals to change your life. These things can make your life a hell; therefore, you should focus on some mindful and meditation techniques. These techniques can be good for you to declutter your mind. Try to focus on productive activities given in this book. If you are worried about your stressful life, this book and the tips given in this book will help you. These things are easy to follow and your work will become easy. After following these tips, you will enjoy a change in your life. It can be useful to increase your IQ level and remove any kind of stress.

## Book 3. Productivity: Be The Hero Of Your Day By Managing Your Time And Habits!

In this book Productivity you will learn how to be the hero of your day by managing your time and habits. "Productivity" is a complete guide for those people who often complain that they are unable to manage their time at office. Most of the people seem very unproductive in office and their efforts never allow them to reach the peaks. The reason is that they are unable to manage their time effectively. "Productivity" is a solution of such and related issues. In this book you will find several tips that will help you to manage your time and habits properly to be successful in your life and career. The tips mentioned in this book are useful for all of you, no matter what kind of job you do. Moreover these tips are simple to follow and apply. So if you want to be more productive and boost your career then reading this book can prove very vital for you.

# **Book 4. Reading Without Boundaries: The Simplest Way To Start Reading With No Effort**

The physical and bodily needs of human beings are innate and natural. Eventually, the purpose of living comes out to be the need for survival. But there is an innate need of the soul, to be fed and nourished. It is possible only when we will nurture our souls with intellectual wisdom and insight. For that nothing can be as good as a firm and determined reading habit.

The prominent discussions which are focused in this book will cater following important issues, which are all targeted at the presentation of the underlying fundamentals of reading as a habit.

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