



KEMENTERIAN SUMBER ASLI
DAN KELESTARIAN ALAM
JABATAN ALAM SEKITAR



Perpustakaan **Enviro Digital**
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EASIER SIMPLER BETTER: LIVING & WORKING

IS AN EMPOWERING GUIDE DESIGNED TO HELP YOU CUT THROUGH DAILY OVERWHELM, MASTER YOUR WORKLOAD, AND BUILD A BALANCED, STRESS-FREE LIFESTYLE.

WHY YOU SHOULD READ IT

- **MASTER TIME MANAGEMENT FROM WITHIN:** LEARN INTUITIVE ORGANIZATION STRATEGIES THAT HELP YOU MANAGE YOUR HOURS EFFORTLESSLY, PRIORITIZE HIGH-IMPACT TASKS, AND RECLAIM YOUR PERSONAL TIME.
- **LEAD AND DECIDE WITH CONFIDENCE:** GAIN PRACTICAL TOOLS TO GUIDE PROJECTS TO SUCCESS AND MAKE CLEAR, CONFIDENT DECISIONS WITHOUT SECOND-GUESSING YOURSELF.
- **OVERCOME PERFECTIONISM:** SHIFT FROM EXHAUSTING PERFECTIONISM TO A SUSTAINABLE "DO WELL, NOT PERFECT" MINDSET THAT PROTECTS YOUR MENTAL ENERGY WHILE MAINTAINING QUALITY RESULTS.
- **EMBRACE THE "LESS IS MORE" PHILOSOPHY:** SIMPLIFY YOUR PERSONAL AND PROFESSIONAL ROUTINES BY STRIPPING AWAY CLUTTER, REDUCING UNNECESSARY STRESS, AND FOCUSING STRICTLY ON WHAT WORKS.



WHETHER YOU ARE LOOKING TO REVAMP YOUR CAREER EFFICIENCY, IMPROVE PROJECT MANAGEMENT, OR SIMPLIFY YOUR EVERYDAY LIFE, THIS BOOK OFFERS THE EXACT ROADMAP YOU NEED TO WORK SMARTER AND LIVE BETTER.



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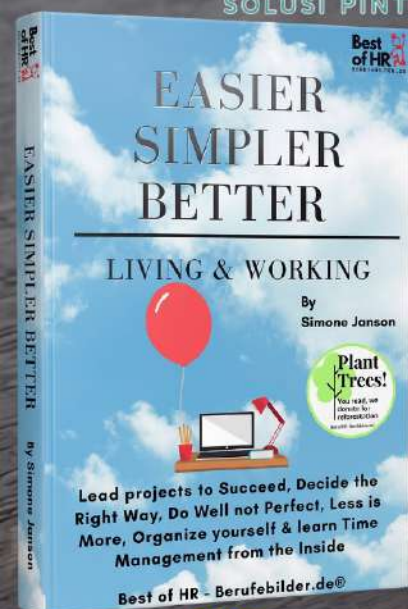
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