



**Oonenote Box Set: 20 Effective Lessons On How To Use Oonenote, 22 Tips On How To CEO Yourself And 30 Tips On How To Get Focused And Get Better Results At ... How To Use Oonenote, onenote for dummies)**

*Barton Gross, Travis Yates, Eli Cline*

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## **BOOK #1: OneNote: 12 Simple Microsoft Onenote Lessons On Using Onenote For Dummies**

If you are a busy person who does a lot of note-taking either for professional or personal reasons, but you consider yourself to be a computer dummy who has no clue about digital notepads, then the Microsoft OneNote software would be perfect for you. This free, extremely easy to use and quite comprehensible note-taking program is much more than merely a note-taking service. It actually contains a number of unique and extremely useful features that you will not find with any other word processor. Use it on your computer, laptop or on your mobile devices and see for yourself that it is really the "hidden gem" of Microsoft Office.

### **Here is what you will learn after reading this book:**

- The 10 key benefits that will certainly make you choose OneNote, rather than any other word processor
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- 8 Amazing ways to use Microsoft OneNote 2013
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- Reason for using Microsoft OneNote 2013
- Why you should take note with Microsoft OneNote 2013
- And So On.....

## **BOOK #3: 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.

Being a CEO doesn't have to be stressful and in fact it can be a very rewarding job if you approach it in the right way. In this book we will give you 22 tips and tricks that you can use to condition yourself to be a CEO of a fortune five hundred company or the CEO of a mom and pop operation.

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

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We go through our daily lives, day dreaming, wishing our days away, while nervously watching our tasks and jobs build up. We're stuck in this never ending cycle of playing catchup, losing concentration and focus, and playing catchup again. Racing to reach our deadlines, and reaching nothing but dead ends. Feeling sleepy and just plain bored on a regular basis when we've got something important to do is more common than actually getting things done for most of us, and procrastination is king for most if not all of us for several hours a day.

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- Chapter 3- Distractions
- Chapter 4 – Organization
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**Larry Turner:**

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