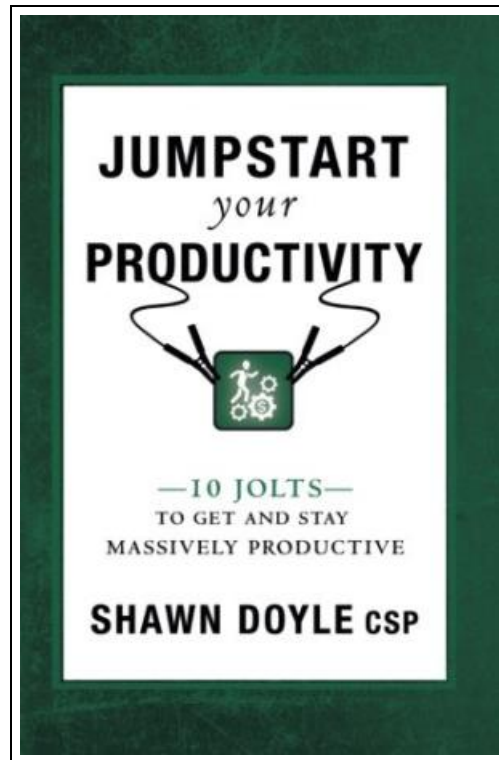


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JUMPSTART YOUR PRODUCTIVITY: 10 JOLTS TO GET AND STAY MASSIVELY PRODUCTIVE (PAPERBACK)



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Sound Wisdom, 2017. Paperback. Condition: New. Language: English . Brand New Book. Are you productive? Would you like to be more productive? Are you frustrated that sometimes you have so much to do on your to do list that stuff ends up on the next day s to do list? Well, good news, help is here and you can be more productive! Nationally known speaker, author and coach, Shawn Doyle will share with you tons of simple easy tips and techniques for getting and staying productive. Here are some of the thought provoking areas that are covered: Target based goal setting: Knowing how to prioritize your timeDon t fight the system: Selecting and using a time management systemProductivity vampires: Activities that suck away your timePlanning for maximum success: The inside secrets for successful planningNight owl or early bird: Looking at when you are most productiveDoing the do: The power of making and using a daily to do listThumbs down: How to say no and decline invitations gracefullyPardon the interruption: How to finally gain control of all those interruptionsI have a robot: Using technology to get more done nowThe Power of RR: How to use downtime to increase your productivityFollow the law: The 10 most powerful principles of productivityThis high energy, fun and engaging book will help you get more done, be less stressed and finally take control of your work and life.



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