



Productivity and Time Management: How to Overcome Procrastination and Increase Productivity to Achieve Extraordinary Results (Paperback)

By MR Asher Majeed

Createspace Independent Publishing Platform, 2016. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****. NexGen Guides, Transforming Lives. Suffering from procrastination or a lack of productivity? A lack of time-management can stagnate your life and make you feel exhausted. This is a practical guide to understanding and implementing techniques that will increase productivity and allow you to better manage your time. The following objectives are covered: Understand the importance of time. Understand that either you re in control or time is in control and that it is your choice. Know how to look for common time management problems. Identify common student practices which inhibit productivity. Understand how to tackle the difficult tasks. Understand and apply Pareto s Law to productivity. Understand and apply Parkinson s Law to productivity. Understand that busy and productive are not the same thing. Know how to make To-Do Lists more conducive to productivity. Learn how to make large tasks more manageable. Identify and be able to reduce distractions. Understand the 5 Point Productivity Plan. The guide uses scientific studies, case studies and the lives of successful people to demonstrate how you too can increase your productivity. This book is for...



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