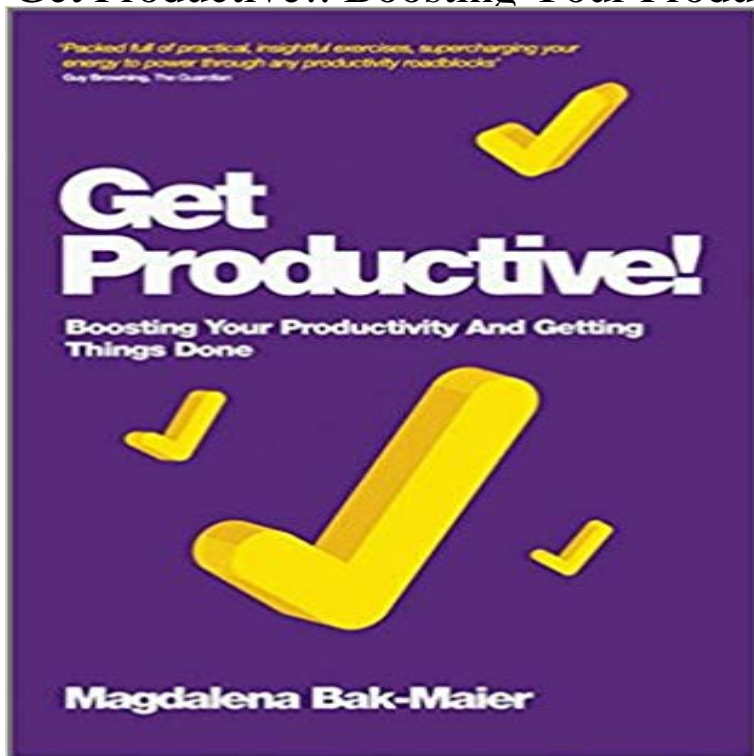


Get Productive!: Boosting Your Productivity And Getting Things Done



Rewire your brain and overcome the 20 key time drains that diminish productivity. For anyone who's felt valuable time frittered away in checking emails or answering wrong phone numbers, or listening to a coworker giving you a minute-by-minute account of their previous night's date, help is finally here. Your time is, indeed, your own. And this handy guide, written by a leading executive coach, shows you how to retool your brain, reclaim your schedule, become a master of each minute, and make yourself more productive. Using a method that is intuitive, easy to remember, and simple to use, this book will help you transform how you think, what you focus on, and what you do so that you can begin to create tangible results. Includes exercises that help you learn important thinking skills essential to tackling important projects and attaining all those once elusive goals. Features highly visual exercises that are quick to complete, allowing you to change your habits and see improvements right away. Identifies the 20 key time drains that interfere with productivity and happiness. Full of creative, fun, and proven solutions to the common bugaboos of procrastination, feeling overwhelmed, and a general dissatisfaction with results, *Get Productive!* offers concrete steps toward rethinking how you work and reworking how you think.

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