



Productivity: How To Be Productive: Quick SURE-FIRE Ways To Increase Productivity And Stop Procrastination

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Learn How To Be Productive: Discover Quick SURE-FIRE Ways To Increase Productivity And Stop Procrastination

Increasing Productivity:

From the Book:

Everyone has a personal definition of productivity. One person may define productivity as getting much more stuff done in less time.

Productivity depends on how efficient can we be in using the resources available to us. That can be time, people, finance, knowledge, information, equipment and tools, energy, materials, properties and money.

It will not be appropriate to consider only one general approach to productivity. There is a need for personalized, individual approaches. This means using strategies that suits our own styles, and targeting our efforts in a way that uses our abilities, forces and talents.

The first step in making our productivity a personal matter is to identify our own style of performance, so that we are able to work in synchronization with our personal resources. Each one has its own productive hours and preferred tools or even routines.

Productivity and Efficiency are often confused with each other. The distinction between quantity and quality is a plausible explanation of productivity versus efficiency. Usually it's not possible to get perfect quality at maximum productivity levels. The correct combination of productivity and efficiency is the ideal way to maximize gain and minimize losses.

Here's a sneak peak to what you'll find inside the book

- Introduction
- Why I wrote this book?
- Chapter 1: What is productivity
- Chapter 2: What debilitates productivity
- Chapter 3: How to accomplish more in less time/methods to improve our productivity
- Chapter 4: How to create your own daily practice flowchart

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April Young:

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