



The Instant Productivity Kit: 21 Simple Ways to Get More Out of Your Job, Yourself and Your Life, Immediately

Len Merson

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"After taking your program, my life has really taken a turn for the better."

-Daniel Lynn, Program Manager, Sun Microsystems

"Do not apply the concepts of this book unless you are prepared to welcome a boost in your productivity and experience greater mastery over the daily fire-hose blast of work life!" – Andy Billings, Vice-President, EA University, Electronic Arts/EA Sports

Organization expert Len Merson's strategy for managing information flow and structuring workspace helps readers establish a healthy discipline and gain more control of their time-for the rest of their lives! Readers will learn how to set realistic goals that create more time for the things that really matter-family, recreation, hobbies and personal time.

The book teaches readers how to:

- Maintain a clutter-free desktop-not a "wallpaper" of to-do lists
- Go home every day with an empty email Inbox and all important calls answered
- Measurably increase productivity, make fewer mistakes and employ more creativity on the job and in life
- Enjoy reduced stress levels and the freedom to live an optimal life

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Timothy Hawkins:

A lot of people always spent their own free time to vacation or even go to the outside with them household or their friend. Did you know? Many a lot of people spent that they free time just watching TV, as well as playing video games all day long. If you wish to try to find a new activity this is look different you can read a new book. It is really fun for you personally. If you enjoy the book that you read you can spent all day long to reading a guide. The book The Instant Productivity Kit: 21 Simple Ways to Get More Out of Your Job, Yourself and Your Life, Immediately it is quite good to read. There are a lot of people who recommended this book. They were enjoying reading this book. Should you did not have enough space to create this book you can buy typically the e-book. You can m0ore very easily to read this book from your smart phone. The price is not too costly but this book offers high quality.

Diana Keller:

Within this era which is the greater man or who has ability in doing something more are more valuable than other. Do you want to become certainly one of it? It is just simple way to have that. What you have to do is just spending your time not much but quite enough to possess a look at some books. One of the books in the top collection in your reading list will be The Instant Productivity Kit: 21 Simple Ways to Get More Out of Your Job, Yourself and Your Life, Immediately. This book that is qualified as The Hungry Mountains can get you closer in growing to be precious person. By looking upward and review this reserve you can get many advantages.

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