



Productivity for Dummies (Paperback)

By Ciara Conlon

John Wiley and Sons Ltd, Australia, 2016. Paperback. Condition: New. Language: English . Brand New Book. Take your productivity to the next level and make the most of your time! Do you have too much to do and not enough time to do it? Don't we all! Productivity For Dummies shows you how to overcome this common problem by tackling key issues that are preventing you from remaining focused and making the most of your time. This insightful text gets to the root of the problem, and shows you how to identify and analyse the items on your to-do list to deliver on deadlines and maximise your schedule. Numerous techniques and technologies have been developed to address productivity needs, and this resource shows you which will work for your situation. Productivity is crucial to your success - whether you want to find a new job, earn a promotion you've had your eye on, or generally progress in your career, understanding how to improve your productivity is essential in increasing the value you bring to your organisation. At the very least, increased productivity means that you get things done faster, which translates into fewer overtime hours and more time concentrating...



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Reviews

This is an amazing book that I actually have actually read through. I am quite late in start reading this one, but better then never. You will not truly feel monotony at anytime of the time (that's what catalogs are for concerning should you ask me).

-- **Scottie Schroeder DDS**

The best publication i actually study. We have study and that i am certain that i will likely to study once more again later on. Your daily life span will likely be transform the instant you total reading this book.

-- **Mrs. Alene Leffler DVM**