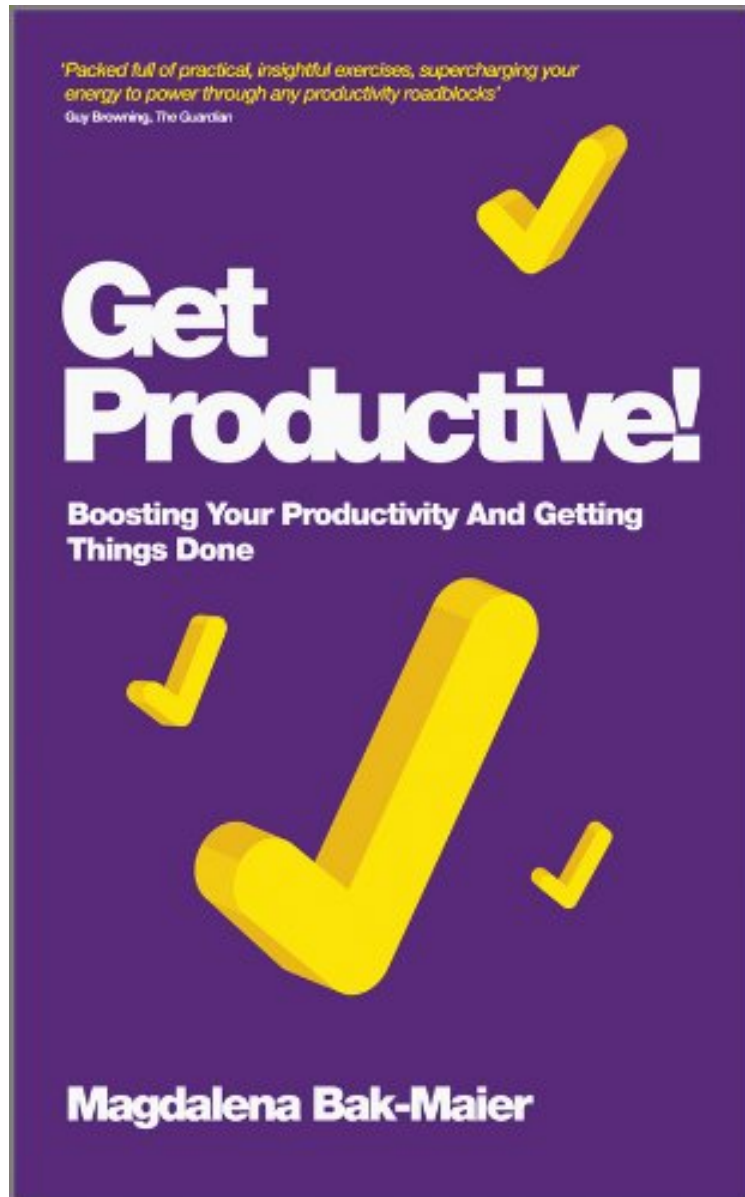


[Pdf free] Get Productive!: Boosting Your Productivity And Getting Things Done

Get Productive!: Boosting Your Productivity And Getting Things Done

Magdalena Bak-Maier

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Magdalena Bak-Maier : Get Productive!: Boosting Your Productivity And Getting Things Done before purchasing it in order to gauge whether or not it would be worth my time, and all praised Get Productive!: Boosting Your Productivity And Getting Things Done:

1 of 1 people found the following review helpful. Great set of toolsBy Helen J. McBrideI enjoyed this toolkit for

exercises on how to focus the reader's strengths towards productivity. I've seen other versions of some of these exercises from previous professional coaches I've worked with and really enjoyed the creative spin the author used for the set included in her book. There were also several new exercises I'm finding very helpful! I think the author's use of notes in each section and a quick index to get the reader to what is most important for her each time she opens the book is valuable and makes this a quick and useful reference. The fact that you don't need to read the entire book in one sitting (although I did on a long plane trip), is a very attractive selling point to getting readers to try the exercises for themselves. I've been using several of the exercises with good success and look forward to using the book in the coming months and years to improve my own productivity!

1 of 1 people found the following review helpful. Good solid ideas and an easy read

By Louis De Bear I am a serial entrepreneur, a University lecturer in Russia, Italy and the USA in Business Economics and International Law and am an international business and peak performance consultant. As such, I have read a plethora of business, motivational, peak performance, coaching, team building psychology type of books over 22 years. In fact I have enough books at home, on these subjects, to sink several ships. I therefore have read many books looking at what makes great business ideas and how to incorporate them into business practice. This book gives you a plethora of strategies so that you can increase your productivity on a daily basis. I have listened to many audio programmes and read many books on this subject and I must admit it is not a subject area I find interesting. The most prolific author on this subject is Brian Tracy, who has written many books on personal productivity.....all of which have actually turned me off from the subject. This book is different, it has simple exercises which are enjoyable to do which allow you to come to conclusions as to where you can improve your own productivity. The biggest difference with this book and what I have read/listened to before, is that it does not offer a one size fits all system but by doing the exercises gives you a bespoke plan to be more productive. As it gives you a bespoke system that you yourself have created, it is easier to stick to and I did find less inner resistance to time planning. Does the planning work? I have found extra time each day to do the things I want to do and enjoy doing, without affecting my working day, therefore it has worked for me. Whilst I still do not like time planning systems, this book is the best I have read and I have created a timetable, by analysing my time drain activities, which should make people like me and anyone else reading this book far more productive than before. Great read highly recommended.

1 of 1 people found the following review helpful. It's an easy walkthrough to lots of daily problems one faces on ...

By Vincent Lison Wandering around in London City Airport did not seem very productive until I found this book. You always wonder whether these kind of books will add something to your daily life and be of any value and I must say this one did! It's an easy walkthrough to lots of daily problems one faces on the work floor and it offers lots of easy solutions to them. The book reads like a train and made me realize that there was a lot of room in my day-to-day life for improvement. At the end of the day the book teaches you to be effective and to get going resulting in more efficient work and more spare time to do the things you love. Although of course not all chapters are applicable to all - which is of course logical and which the author points out herself - I consider this book a great help and an easy read: I would recommend it to all! Get productive by getting to store and getting 'Get Productive'!

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.

As a mum of twins with a full time managerial job in a stressful, timecritical workplace and a husband who works shifts it can be difficult to get things done at times, both of us like to think that we are good at time management, whilst accepting that there are loads of time vacuums in our lives (the internet for starters) that can eat precious time up. With simple exercises (Tribe nourishment and life juice) this book helps you to see how its not just good time management that will help you get things done but being more productive. It sounds a simple enough theory and its something that should be obvious 'don't watch the clock, work harder' The writer explains how you can become more productive by looking at the tasks and helping yourself through them by a simple system, identifying the time drains and removing them and developing a focused mindset. An excellent book and one that I will reread at least once more to make sure it has sunk in. (1000 Vine er) Packed full of practical insightful exercises, supercharging your energy to power through any productivity roadblocks (Guy Browning, The Guardian) *Get Productive!* is far from a 'time management' book.

Instead, the book focuses on you and your capacity to get and enjoy results you really care about. Through original exercises, insightful examples and provocative ideas, this book will help you achieve balance and results you want. (Steven D'Souza, Author of Brilliant Networking and Not Knowing: the Art of Turning Uncertainty into Possibility)

From the Author: Hi there, We all want more time and more results. It's the #1 request of people I see in my one-to-one work or in leadership development programmes. I wrote this book to help share pragmatic, simple exercises that will help you develop clarity in your thinking. Our brains work well when focused but today's busy world often puts them on auto pilot mode. By doing the exercises in this book you will become a sharper, clearer thinker which means you will gain more control about how you spend your time and what results you chase. You will also learn a powerful set of simple, intuitive strategies that when applied will amplify your results ten to hundred fold. You can start anywhere as let's face it, busy people don't have lots of time to read a whole book to get answers. And yet, the chapters do build on themselves. I have worked with leaders using exercises like the emotional palette to help them manage emotions and stay present and message honing exercises to get their ideas embraced by others. People who master these exercises, have more confidence, get more done and are happier. So much so in fact that I'm quantifying it now. So give the book a go! This is not a book one reads. It's a book one does. I wish you good luck and look forward to meeting you in time and hear about your story. Magdalena

From the Back Cover: Are you tired of the same old time management tips and techniques that simply tell you to make goals and to-do lists? Do you constantly find yourself back where you started: overwhelmed, procrastinating, and unhappy with your results and yourself? It's time to get in control and create results that are really worth the effort. Written by a leading executive coach, this exercise-packed guide shows you how to retool your brain and develop key thinking skills which are essential for productivity and success. Get Productive will help you to:- identify key time drains that interfere with your productivity and happiness- develop a focused mindset - apply 13 productivity strategies for maximum effectiveness- become more creative, flexible and resilient- improve your communication and encourage productivity in others. Now is the time to make a difference, get things done and make time count!