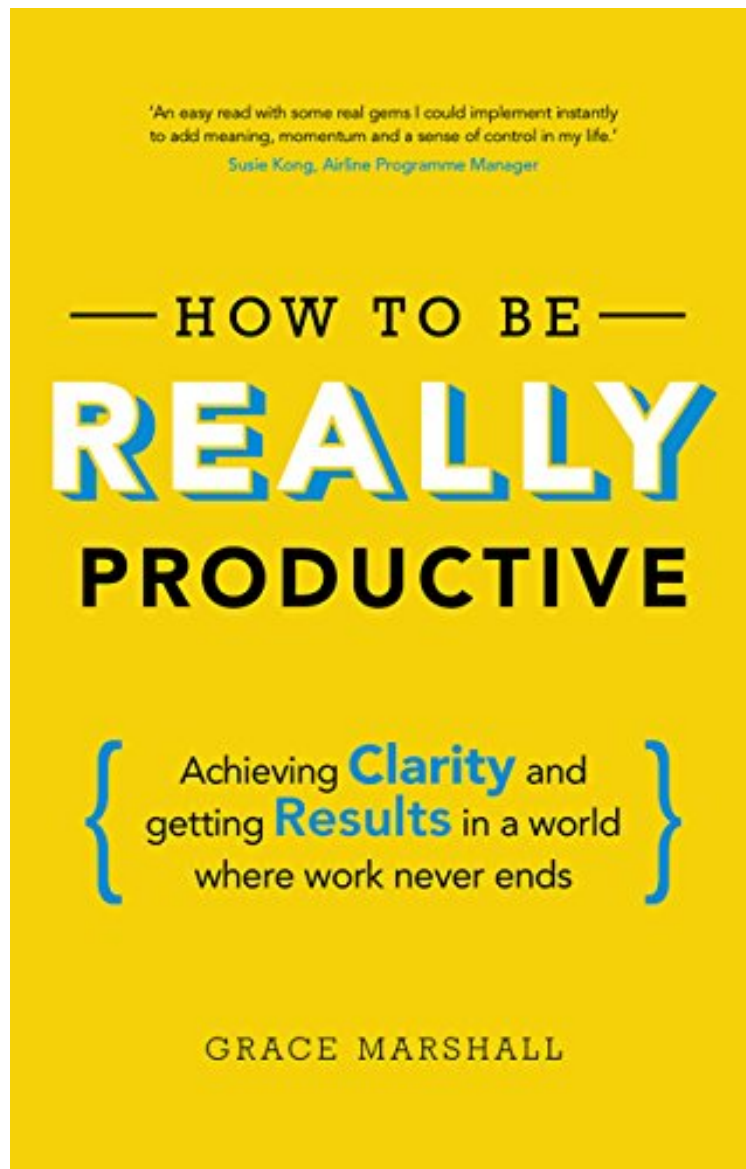


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How To Be REALLY Productive: Achieving clarity and getting results in a world where work never ends (Brilliant Business)

Grace Marshall

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If you want to know what it takes to be REALLY productive, read this. It's not just about to-do lists and managing your emails - it's about productivity you can really feel and a getting a better quality of life.

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Graham Allcott, author of *How to be a Productivity Ninja* "I guarantee that you'll keep coming back to this book for a refresher course in how to maintain balance in your life."
June Dennis, Head of the University of Wolverhampton Business School
This book will change what you think it takes to be productive. True productivity in a world where the work never ends is not about working harder, faster or longer. It's about working smarter, doing your best work and coming home knowing you delivered.
You've already tried those other, old time-management techniques, but when you're drowning in emails, meeting requests, deadlines, competing priorities, and never-ending to-do lists - they just haven't worked! There's always way too much to do and never enough time. This is a better way.
How To Be Really Productive gives you practical guidance and key skills that will give you the freedom, space and mindset you need to get organised, focused and in control, to manage your workload and other people's expectations and to get more of the right things done. So take control today and discover a new, empowering approach that will banish the stress, pressure and craziness and leave you feeling calm, balanced and really, really productive.
Simple, practical tips that help with mindset and busy life, this book helps you get out of overwhelm and into being truly productive.
Jenny Flintoft, Business and Leadership Consultant, Facilitator Speaker
"I've read a lot of productivity books and Grace's book is the one I'll be recommending above all others."
Richard Tubb, IT Business Expert
"Buy this book, and don't forget your highlighter pen!"
Amanda Alexander PCC, Talent Development Coach, Regional Director Forward Ladies
"Grace has provided a one-stop shop for everything we need to know to be more effective."
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Mairéad Minto, Talent Development Manager
"The productivity book for real humans."
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Grace Marshall is head coach and chief encourager at Grace-Marshall.com and author of the bestselling *21 Ways to Manage the Stuff That Sucks Up Your Time*. She is also a Productivity Ninja with Think Productive, one of the UK's leading productivity training companies, helping organizations across the world survive information overload and get more done with less stress.