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Work Less, Do More: The 14-Day Productivity Makeover (2nd Edition)

By Jan Yager PhD



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WORK LESS, DO MORE, 2ND EDITION, is filled with suggestions on how to handle e-mail, deal with distractions (“distractionitis”) and interruptions, as well as tips on prioritizing, delegating, conducting more effective meetings, multitasking, and mastering (or even eliminating) paperwork. Most important of all, the author helps readers to make better decisions about what they should be doing in the first place and, by applying her original ACTION! Plan, how to get it done better, and faster. Carry out this 14-day time management self-improvement program over two weeks—one chapter/topic a day—or applied at your own pace. Additional material for this revised 2nd edition includes a new introduction and an updated bibliography and resource section as well as these new materials added to the last chapter: “Six Time Management Lessons My First Boss and Mentor Taught Me,” “Ten Productivity Principles that May Give You a Competitive Edge and “Do You Have Five Minutes to Make a Change? What they’re saying about this book: “Work Less, Do More is a resource I recommend for every entrepreneur! It addresses one of the toughest challenges in building a startup - the fact that there are so many things they don’t know how to do, or don’t like to do, leading to procrastination. The techniques she offers are practical and priceless – addressing the newest issues of digital information overload, as well as the oldest issues, like just getting started in the morning.” —Marty Zwilling, Founder & CEO, Startup Professionals, Inc. WORK LESS, DO MORE has been translated into more than ten languages including Spanish, Korean, Portuguese, and Russian. About the author: Time management coach and speaker Jan Yager, Ph.D. has been researching and writing about time management for 25+ years. For more on the author, go to: www.drjanyager.com.



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