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Productivity: The Definitive Beginner's Bundle: How To Become Extremely Productive And Get More Done With These Essential Guides (Extreme Productivity, Time Management, Procrastination)

Adam Richards

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Book #1: Procrastination: The Ultimate Guide On How To Overcome Procrastination, Increase Productivity And Get Things Done Now

You are about to discover what everyone has to know about procrastination, how you can properly overcome it and increase your productivity.

In this book you will learn what procrastination actually is and when it becomes chronic. You will also find out the three basic categories that procrastinators can be divided into. You will learn to recognize the 10 warning signs that indicate someone is a procrastinator and furthermore you will find out some ways that should you apply, can help you overcome procrastination for good.

You will learn how to properly set goals using the S.M.A.R.T. method, how to increase your productivity using the Pareto Principle (also known as 80/20 rule) and in addition you will find out 8 powerful habits you should implement in your day-to-day life that will help you get rid of procrastination and plain simply, get things done.

Here Is A Quick Preview Of What's Inside...

- What Everyone Ought To Know About Procrastination
- Learn To Recognize The 10 Warning Signs Of Procrastination
- How To Overcome Procrastination Once And For All
- How To Use Smart And Effective Goal Setting To Get Things Done Now

- How To Increase Your Productivity Using The Pareto Principle
- 8 Power Habits To Get You Started - And Keep You Going

Book #2: Time Management: How To Get Your Life Back, Increase Productivity And Get More Work Done Stress Free

You are about to discover what everyone has to know about effective time management, how to get your life back and get more work done stress free.

In this book you will learn all about effective time management and how you can benefit from such a skill regardless of who you are or what you do. You will learn how to set boundaries and when to say no without feeling bad about yourself. You will learn how to create a healthy and productive morning ritual, that will dramatically increase your productivity for the rest of the day.

Furthermore, you will learn all about prioritization which is a significant factor of effective time management, as well as ways you can use to better prioritize your tasks. You will also discover if multitasking is a skill that can aid or hinder your time management endeavors (hint: it is actually robbing you of precious time) and how to eliminate distractions, remain focused and accomplish more in less time.

Here Is A Quick Preview Of What's Inside...

- What Everyone Ought To Know About Effective Time Management
- How To Set Boundaries And Learn To Say No - Kind People Say No Too
- How To Create A Productive Morning Routine - Daily Planning 101
- How To Master The Art Of Prioritization - There Is A Difference Between Important And Urgent
- Multitasking - Ally Or Enemy?
- How To Eliminate Distractions And Get More Work Done In Less Time

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