

Organize Your Day In One Hour: Proven Ways To Hack Your Productivity, Manage Priorities And Get Things Done! (Time Management & Productivity Hacks)

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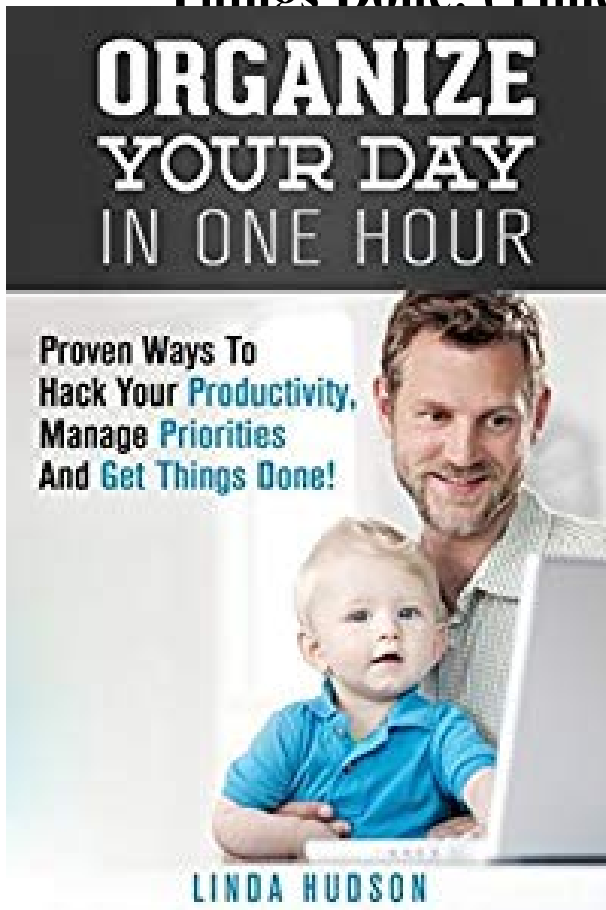
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Organize Your Day in One Hour is the ultimate guide to increasing your productivity by making small tweaks to your current habits. Forget the self help books that ask you to get up hours earlier to add time to your day, this manageable guide focuses on small changes that make a big impact without robbing hours from your already pressed schedule. Forget losing that precious hour of sleep or that extra hour at breakfast, this book will teach you how to increase your productivity by organizing your day with the time you already have. Whether you are a stay at home mom looking for a few tips and tricks to find a little extra time to kick off your own business or whether you are a rising star in a big company, the tips in this book will help you to increase your productivity so that you can spend your time where it really counts - enjoying your life! Among the topics covered in this book include:

- How to more efficiently designate your time to increase your productivity
- How to organize your day, your time and yourself to get things done
- Priming your body for productivity
- Learning your limits and managing priorities
- Increasing your productivity by working "smart, not hard"