



# Secrets of Productive People: 50 Techniques to Get Things Done: Teach Yourself

By Mark Forster

Hodder & Stoughton General Division. Paperback. Book Condition: new. BRAND NEW, Secrets of Productive People: 50 Techniques to Get Things Done: Teach Yourself, Mark Forster, Discover the 50 secrets that productive people know - complete with strategies for putting them into practice. What do productive people know that the rest of us don't? Do they have a secret recipe for success? Is there a special alchemy to being productive? The Secrets of Productive People reveals the 50 things you need to know to get things done. Each chapter outlines one of the 50 ideas and gives three strategies for putting it into practice. Some ideas will surprise you, all will inspire you. Put these simple strategies together and you have a recipe for a better life, a formula that will unlock a more productive you. Whether you want to improve your efficiency, clear your desk, or be on top of your work, this book provides the tools and techniques you need to be more productive. With dedicated sections on having a productive attitude, managing specific projects, aids to productivity and productivity in action, it gives you everything you need to know.



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