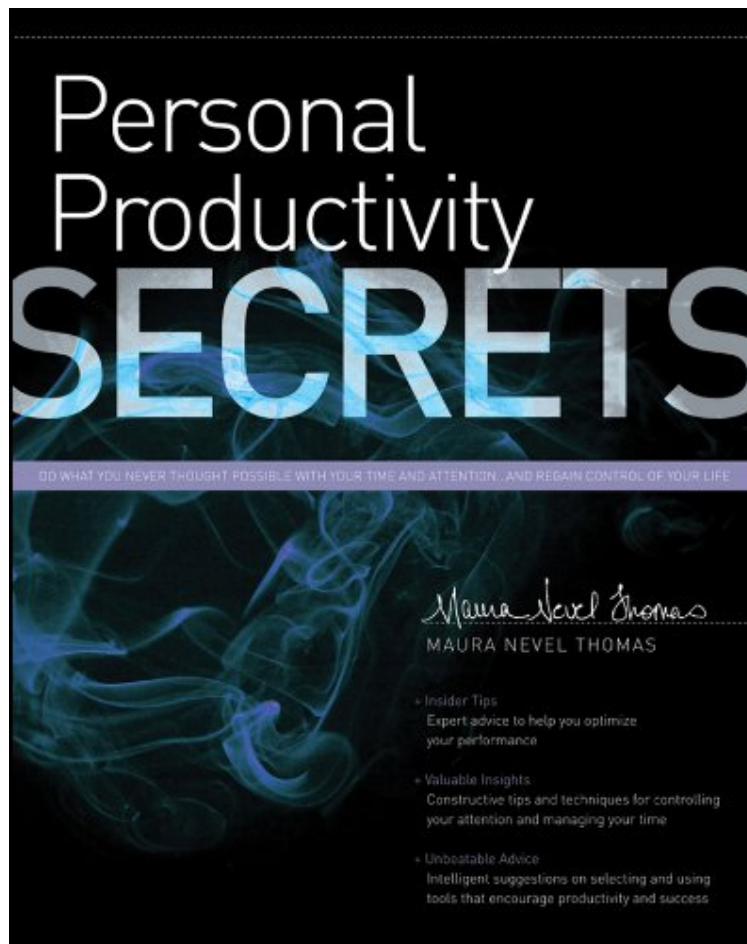


(Ebook free) Personal Productivity Secrets: Do what you never thought possible with your time and attention... and regain control of your life

Personal Productivity Secrets: Do what you never thought possible with your time and attention... and regain control of your life

Maura Nevel Thomas

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Maura Nevel Thomas : Personal Productivity Secrets: Do what you never thought possible with your time and attention... and regain control of your life before purchasing it in order to gage whether or not it would be worth my time, and all praised Personal Productivity Secrets: Do what you never thought possible with your time and attention... and regain control of your life:

3 of 3 people found the following review helpful. Personal Productivity SecretsBy Kevin EikenberryThere are a few things in life that I collect. I collect big things like antique tractors, I collect fond memories, and among other things, I collect ideas and tips to become more productive.Because of that third item, I am drawn to books on enhancing and growing our productivity. While I am more productive than many people, I know that there are certainly ways I could make a bigger impact by becoming even more productive.Thatsquo;s why I purchased this book.I wanted a nugget or two, not just to collect, but to use. So while the title enticed me, it was the background of the author (who I do not

know) that intrigued me more. She's a speaker, trainer, writer and consultant in the area of productivity, and has been doing that nearly 20 years. That led me to believe that there would be practical stuff here, presented in a way I could apply it. Thankfully, I was right. There is much here I knew (and thankfully quite a bit that I do, or do a version of that works for me), but there were more than a few nuggets that I am already starting to use. And while the book talks about technology tools a bit, not in a way that will make the book obsolete as tools change, and the whole book isn't a pick all the right apps free-for-all. Rather than sharing my nuggets I got (because yours might be different), I encourage you to pick up this book and put it to use. The progression of the book is clear and makes sense, but after reading the first couple of chapters, you can easily move to the areas you most want help and ideas. If you want to become more productive, this book can help point you in the right direction. I had it on my nightstand. For the next few weeks it will be on my desk as a reference while I put some of the ideas to complete use. - See more at: <http://blog.kevineikenberry.com/personal-professional-development/personal-productivity-secrets/3> of 3 people found the following review helpful. Lifesaver! By Richeeteel I wrote this review for audible.com but also have a copy of the book for easy reference... This was a huge purchase for me. I was getting swamped at work and starting to miss due dates. Googling 'Time Management,' I came across an article by the author calling for the need to switch from time management to attention management. That definitely fit the bill for me. Based on that article, which was excerpted from the book, I went ahead and picked up the book on audible. I have listened to it at least 4 or 5 times in my car over the last few weeks. The practical methods in the book are laid out simply and easily and I have been able to implement them quickly with good results. In no time I was able to reduce distractions, had a manageable task list that I controlled and that enabled me to prioritize the important things I needed to get done, and have been able to get caught up on my workload. I definitely feel like I've been able to be more proactive in my daily activities in the last couple of weeks also. The best part is every task or responsibility is stored electronically so I don't have to remember everything - it's nice to go home at night or on a weekend and not have that nagging worry that I'm forgetting something - it's all waiting for me when I log on to my computer. The process is also platform independent as well. I'm truly excited about the changes in my 'To Do' process. The book also provides insight into paper management - what to file, what to keep and even provides a system of how to file those items you do keep. I wish I had this system 10 or 15 years ago! This is the next thing I'll be tackling. Finally, on a side note, I was able to contact the author through her website and received a timely and helpful response to a question I had regarding her process. What more can you ask? 2 of 2 people found the following review helpful. I love this! Maura shows us that it's not "time ... By AJI love this! Maura shows us that it's not "time management" that is the problem, rather "attention management". As I began to understand her theory... I had a lightbulb moment. We live in an incredibly fast paced world, where distractions come from every direction. That likely won't change, but what Maura Thomas teaches us is that we can indeed control our "attention" and our response to all those things. She believes that each of us have important gifts to offer the world, and our time should be spent focusing on those. And, she shows us step by step how to do just that. Her down to earth approach to a problem "common to man" is refreshing and life changing if applied. Thank you!

Learn tried-and-tested methods for optimal personal productivity! Ever find yourself more than a bit overwhelmed by the constant influx of e-mail and reminders as well as the ever-present calendars, to-do lists, miscellaneous paper, and sticky notes? Add to that, myriad devices that were originally intended to make us more efficient, but in reality, only end up forcing us to juggle even more. Our brains aren't wired for all this, but we can learn to be productive. Personal Productivity Secrets gives you everything you need to know to be organized, in control, and to get things done: Understand how your brain absorbs, organizes, and filters the daily deluge of information, and learn to trick your brain into being more productive. Appreciate the difference between "Time Management" and "Attention Management" and create workflow processes that help you defend your attention. Create a plan for navigating endless technology options, and implement tools that will keep you productive, focused and in control. Personal Productivity Secrets is half business book, making the case for why attention management is more important than time management. It's also half handbook, providing a step-by-step guide to a proven workflow management system for peak productivity and attention management, along with instructions on how to apply that methodology to the technology you're already using. It reveals updated and vital information for controlling your attention, achieving your significant results, and being as productive as you can be in a fast-paced, technology-driven society. Reader resources are available at personal-productivity-secrets.com.

"This book is a reference guide for changing your life to being sane and peaceful and I find myself picking it up time and time again to bring another area back into alignment. I have by no means accomplished everything that I know this book will help me to do but I am thrilled with the results so far..." - Dani Meyer, The Adventure Bite blog "In Personal Productivity Secrets, topics range from how to use an online calendar, address book and e-mail, to how to best use an online storage tool, to-do lists and a capture tool, all assisting you with regaining that focus and control, bringing you peace of mind, success and fulfillment. Whether you feel you need to make a drastic change in your life or you feel you have it together for the most part, Thomas can help." - Molly McManus, Austin Woman

Magazine "Thomas' book goes far beyond the 'how' of being productive and provides a whole lot of 'why,' delving into the nature of modern gadgets, media, software, social networks, and more. Highly recommended for those who feel they and their brains aren't on the same page." —Kevin Purdy, Writer and former Contributing Editor at Lifehacker

From the Back Cover
Insider Tips Expert advice to help you optimize your performance
Valuable Insights Constructive tips and techniques for controlling your attention and managing your time
Unbeatable Advice Intelligent suggestions on selecting and using tools that encourage productivity and success
Do What You Never Thought Possible with Your Time and Attention...and Regain Control of Your Life
When you open this book, you'll feel as though you're sitting down with an expert who is disclosing rare information about how to control your attention and manage your time so that you can take your productivity to new heights. Productivity expert Maura Thomas shares knowledge garnered from her years of experience so that you can benefit from her tactics, strategies, and secrets for taking control, getting organized, and empowering yourself to get things done efficiently and effectively! Covering all aspects of productivity in an easy-to-follow format, this book reveals helpful and advanced insight on creating a streamlined process for managing your work and your life, integrating current technology wisely, and much more. The Insider's Guide to: Managing your attention Empowering your productivity Controlling the chaos around you Clearing your mind and space Getting a handle on the constant influx of email Mastering your technology Using social media to your advantage Choosing and using devices wisely

The Secrets series reveals: Authoritative information in highlighted areas Exceptional advice in the margin notes Unique insight from years of author experience Rarely revealed tips and techniques Invaluable shortcuts and workarounds