

TOP 10 MOST EFFECTIVE PRODUCTIVITY **HACKS AND SECRETS**

A handbook for a more productive and successful life



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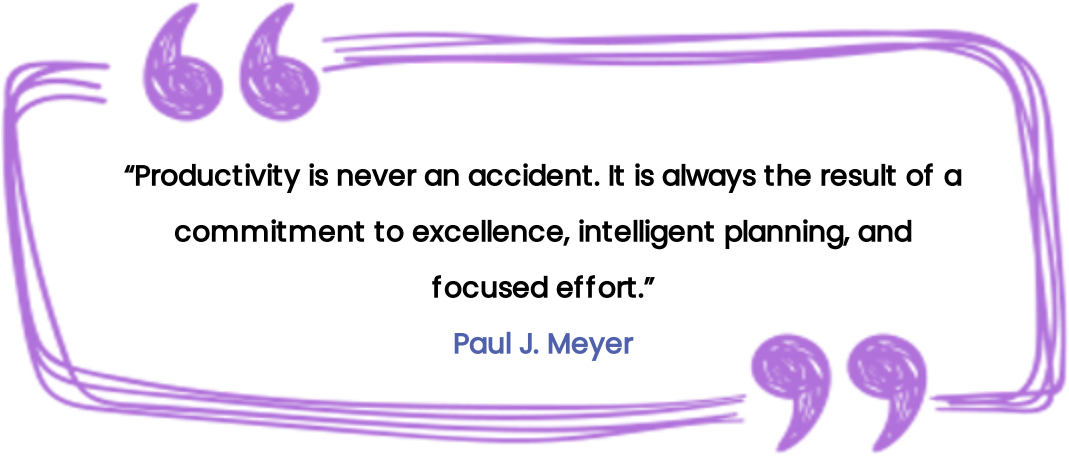
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Introduction



"Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort."

Paul J. Meyer

We are living in an age where we get easily distracted by a plethora of mundane things, like social media notifications, text messages from friends, and other things that do not deserve our immediate attention and our precious energy. They take so much of our time that the quality of our work starts to suffer. At this point, things really need to change.

All of us have the same amount of time to get things done. We only have 24 hours each day to finish all the things that we need for our work and our personal lives. Some people are great at managing their time, while some struggle with how to get things done. If you are one of those individuals who are struggling to accomplish their tasks, worry no more because this book will help you from start to finish.

Before you read this book, I want you to have an open mind and ponder deeply about the things that we are going to discuss. I also want you to think about how you can apply those things in your personal life. If you have a highlighter or colored pens with you, I highly encourage you to use them when you read certain things that you find useful. Like a refresher, it would allow you to read the book faster the next time you pick it up.

Finally, I wish you good luck and I hope you find a couple of ideas that would improve your life.

Chapter 1:

CREATE A CONDUCTIVE WORK ENVIRONMENT

