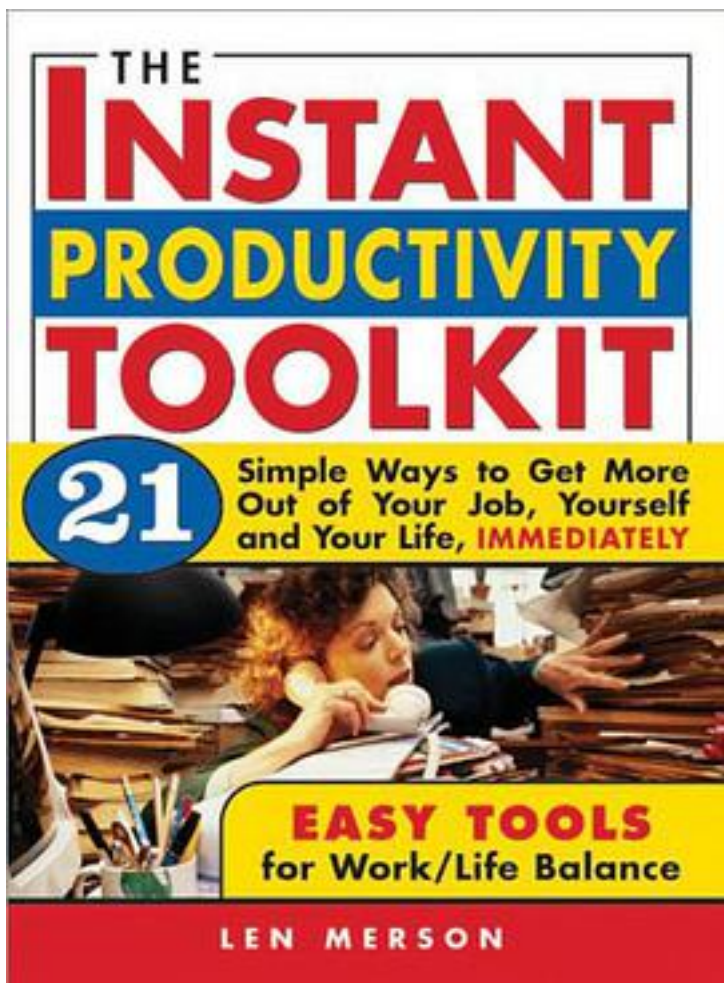# The Instant Productivity Toolkit

[The Instant Productivity Toolkit_下载链接1_](#)

著者:Merson, Len

出版者:Sourcebooks Inc

出版时间:

装帧:Pap

isbn:9781402203305

?After taking your program, my life has really taken a turn for the better.?-Daniel Lynn, Program Manager, Sun Microsystems ?Do not apply the concepts of this book unless

you are prepared to welcome a boost in your productivity and experience greater mastery over the daily fire-hose blast of work life ? ?? Andy Billings, Vice-President, EA University, Electronic Arts/EA Sports Organization expert Len Merson's strategy for managing information flow and structuring workspace helps readers establish a healthy discipline and gain more control of their time-for the rest of their lives Readers will learn how to set realistic goals that create more time for the things that really matter-family, recreation, hobbies and personal time. The book teaches readers how to: ? Maintain a clutter-free desktop-not a ?wallpaper? of to-do lists ? Go home every day with an empty email Inbox and all important calls answered? Measurably increase productivity, make fewer mistakes and employ more creativity on the job and in life? Enjoy reduced stress levels and the freedom to live an optimal life

作者介绍:

目录:

The Instant Productivity Toolkit_下载链接1_

标签

评论

The Instant Productivity Toolkit_下载链接1_

书评

The Instant Productivity Toolkit_下载链接1_