



## What to Do When There's Too Much to Do: Reduce Tasks, Increase Results, and Save 90 Minutes a Day

By Laura Stack

Berrett-Koehler. Paperback. Book Condition: new. BRAND NEW, What to Do When There's Too Much to Do: Reduce Tasks, Increase Results, and Save 90 Minutes a Day, Laura Stack, The Work Less, More Success Guide to Managing Your Time Are you tired of productivity consultants or worse, your boss pushing you to do more with less? You're in luck. Laura Stack knows your to-do list is already packed to capacity, so she shows you how to accomplish more by doing less. Yes, you read that right. Stack's innovative time-management system lets you work less and achieve more. Following Stack's step-by-step Productivity Workflow Formula, you'll organize your life around the tasks that really matter and this is crucial let go of those that don't. Dozens of practical strategies will help you reduce your commitments, distractions, interruptions, and inefficiencies. You'll shrink your to-do list and save time around ninety minutes a day while skyrocketing your results and maintaining your sanity. With the world spinning faster every day, Stack's advice is especially timely. Her easy-to-implement system will get busy workers off the treadmill and on the right track. Harvey Mackay, author of the #1 New York Times bestseller Swim with the Sharks Without Being...



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