



# Introducing Productivity: A Practical Guide (Introducing...)

*Graham Allcott*

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**Introducing Productivity: A Practical Guide (Introducing...)** Graham Allcott

Introducing Productivity – by Graham Allcott of Think Productive, and the author of How to be a Productivity Ninja – reveals, using simple tips, advice and real-life examples, how to get more done and manage your time effectively. Whether you are overwhelmed by your to-do list or just get stressed looking at your full inbox, it will help you to think – and act – more productively.

AVOID UNNECESSARY MEETINGS to maximise your time

STOP PROCRASTINATING and eradicate stress

CLEAR OUT YOUR INBOX and take back control

IMPROVE YOUR WORKFLOW and love your job again



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