

THE
COMPLETE
BOOK OF
PRACTICAL
PRODUCTIVITY

LEONARD R. SAYLES

Complete Of Practical Productivity

Jay Shrestha



Complete Of Practical Productivity:

Complete What You Started Jay Shrestha,2019-03-08 Getting things done or completing what you started is probably the number one trait amongst the great achievers in history This book revolves around this basic principle This book is designed and written to help anyone to complete the project or task they started This is a personal productivity self help book But still relevant to businesses as well It starts by explaining why execution is the key to achieving what you want in life then dissects the science behind completing tasks and elaborates on mastering the art of completing tasks Not just completing what you started but it discusses the methodologies about completing tasks in the most efficient and excellent ways The writer hopes a few hours of reading this book would eventually help to save huge chunks of your productive time and can make some positive changes in many lives What can you expect inside this book How to choose your destination and get to your destination the realistic way Finding out where do you stand now and how far have you come Reverse Engineering your final goal The rules of getting started effectively The importance of continual improvement and how to achieve it How to focus and ignore distractions along the way Mastering your productivity habits How to get more things done in a shorter time without compromising quality Some interesting real life examples and stories Information about some useful productivity tools Some useful tips and methodologies that actually work Note to the readers Be cautious before you start reading this book because as the title says Complete what you started Happy reading [The Complete Book of Practical Productivity](#)

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