This short, no-fluff guide to productivity is aimed at helping you eliminate overwhelm, beat procrastination, identify what you should be doing and get it done. If youre a fan of typical time management tools such as SMART goals and perfecting the multi-task, you may be in for some surprises. The author explains why SMART goals arent so smart, and multi-tasking can rot your brain. If you are at a stage where you truly want to learn to focus, prioritize and finish, this is the book for you. Well look at the 80/20 rule (and why sometimes you just need to accept the 80% and move on). Well find out whats worth tracking and monitoring and why most things arent. Well remind ourselves of the importance of balance and energy management, and well look at how to leverage other peoples time to make the most of our own. Who is this book for? This is the second in The Savvy Solopreneur series, aimed at anyone who works as a entrepreneur with no full-time employees. If youre a blogger, author, network marketer, coach or online tutor, youre probably a solopreneur. If you have collaborators, affiliates and a team you outsource to, but no employees that rely on you for a full-time wage, youre probably a solopreneur. If you feel like your business only runs if you do all the tasks associated with it, youre a solopreneur. If this sounds like you, take a look at this book, and lets start ramping up your productivity and finding you some time management techniques and processes that actually work.

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