



Work Smarter Not Harder: 18 Productivity Tips That Boost Your Work Day Performance

By Timo Kiander

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How to Improve Your Work Productivity and Get Things Done!

Would you like to know how to get more done when you work remotely, work in a cubicle, or work at home for your own business? Are you letting distractions rule your day? Are you finding it impossible to focus on important projects?

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This book helps you achieve more at work, with tips like:

- The basic blocks of productivity and why they should be prioritized first, before making any changes to your work day
 - Questions to ask before your next meeting (tip #7)
 - A strategy to help keep your inbox clean (tip #9)
 - Why breaks are not necessarily a waste of time (tip #11)
 - Two types of checklists and when to use which (tip #13)
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