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scope and requirements of your work. The book will teach you how to prioritize important tasks, end procrastination and generally become more efficient.

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Reduce Your Hours" by Robert C. Pozen contains practical advice for increasing personal productivity aimed at professionals in a more corporate setting. While I think everyone would probably pick up some tips to becoming more productive, those in the corporate setting will gain the most from this book, and some people Page 10/24

will find chapters that don't relate to them as much.

Extreme Productivity: Boost Your Results, Reduce Your ...

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financial services firms and written a highly acclaimed book. Extreme Productivity: Boost Your Results, Reduce Your Hours, offering tips on how to get more done in less time. Here are Bob's common-sense tips for workplace productivity and high performance. 1. Measure Productivity in Results (Not Hours) Page 13/24

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mixed with the reminder that discipline is what it will take to get it all done.

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boosting your/ TV productivity through time management and expert control over the scope and requirements of your work. These blinks will teach you how to prioritize important tasks, end procrastination and generally become more efficient.

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