



Personal Productivity Secrets: Do what you never thought possible with your time and attention... and regain control of your life

By Maura Thomas

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Learn tried-and-tested methods for optimal personal productivity! Ever find yourself more than a bit overwhelmed by the constant influx of e-mail and reminders as well as the ever-present calendars, to-do lists, miscellaneous paper, and sticky notes? Add to that, myriad devices that were originally intended to make us more efficient, but in reality, only end up forcing us to juggle even more. Our brains aren't wired for all this, but we can *learn* to be productive. *Personal Productivity Secrets* gives you everything you need to know to be organized, in control, and to get things done:

- Understand how your brain absorbs, organizes, and filters the daily deluge of information, and learn to trick your brain into being more productive
- Appreciate the difference between "Time Management" and "Attention Management" and create workflow processes that help you defend your attention
- Create a plan for navigating endless technology options, and implement tools that will keep you productive, focused and in control

Personal Productivity Secrets is half business book, making the case for why attention management is more important than time management. It's also half handbook, providing a step-by-step guide to a proven workflow management system for peak productivity and attention management, along with instructions on how to apply that methodology to the technology you're already using. It reveals updated and vital information for controlling your attention, achieving your significant results, and being as productive as you can be in a fast-paced, technology-driven society.

Resources for the reader are available at personal-productivity-secrets.com

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Editorial Review

Review

"This book is a reference guide for changing your life to being sane and peaceful and I find myself picking it up time and time again to bring another area back into alignment. I have by no means accomplished everything that I know this book will help me to do but I am thrilled with the results so far..."—**Dani Meyer**, *The Adventure Bite* blog

"In *Personal Productivity Secrets*, topics range from how to use an online calendar, address book and e-mail, to how to best use an online storage tool, to-do lists and a capture tool, all assisting you with regaining that focus and control, bringing you peace of mind, success and fulfillment. Whether you feel you need to make a drastic change in your life or you feel you have it together for the most part, Thomas can help."—**Molly McManus**, *Austin Woman Magazine*

Review

"Thomas' book goes far beyond the 'how' of being productive and provides a whole lot of 'why,' delving into the nature of modern gadgets, media, software, social networks, and more. Highly recommended for those who feel they and their brains aren't on the same page."

—**Kevin Purdy**, Writer and former Contributing Editor at *Lifehacker*

From the Back Cover

- **Insider Tips** Expert advice to help you optimize your performance
- **Valuable Insights** Constructive tips and techniques for controlling your attention and managing your time
- **Unbeatable Advice** Intelligent suggestions on selecting and using tools that encourage productivity and success

Do What You Never Thought Possible with Your Time and Attention...and Regain Control of Your Life

When you open this book, you'll feel as though you're sitting down with an expert who is disclosing rare information about how to control your attention and manage your time so that you can take your productivity to new heights. Productivity expert Maura Thomas shares knowledge garnered from her years of experience so that you can benefit from her tactics, strategies, and secrets for taking control, getting organized, and empowering yourself to get things done efficiently and effectively! Covering all aspects of productivity in an easy-to-follow format, this book reveals helpful and advanced insight on creating a streamlined process for managing your work and your life, integrating current technology wisely, and much more.

The Insider's Guide to:

- Managing your attention
- Empowering your productivity
- Controlling the chaos around you
- Clearing your mind and space
- Getting a handle on the constant influx of email
- Mastering your technology

- Using social media to your advantage
- Choosing and using devices wisely

The Secrets series reveals:

- Authoritative information in highlighted areas
- Exceptional advice in the margin notes
- Unique insight from years of author experience
- Rarely revealed tips and techniques
- Invaluable shortcuts and workarounds

Users Review

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Muriel Colvard:

The experience that you get from Personal Productivity Secrets: Do what you never thought possible with your time and attention... and regain control of your life will be the more deep you searching the information that hide inside words the more you get enthusiastic about reading it. It doesn't mean that this book is hard to recognise but Personal Productivity Secrets: Do what you never thought possible with your time and attention... and regain control of your life giving you excitement feeling of reading. The article writer conveys their point in particular way that can be understood by anyone who read it because the author of this guide is well-known enough. This particular book also makes your own vocabulary increase well. So it is easy to understand then can go along, both in printed or e-book style are available. We propose you for having this specific Personal Productivity Secrets: Do what you never thought possible with your time and attention... and regain control of your life instantly.

Eric Bittinger:

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Judith Bowman:

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