

Make Lists Not Fists: A Student Survival Guide to Stress-Free Productivity (Paperback)



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Reviews

Extremely helpful to any or all category of individuals. It really is rally fascinating throug studying time period. I am just quickly could possibly get a pleasure of reading a composed ebook.
(Lawrence Keeling)

MAKE LISTS NOT FISTS: A STUDENT SURVIVAL GUIDE TO STRESS-FREE PRODUCTIVITY (PAPERBACK)

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Createspace Independent Publishing Platform, 2016. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****. Most of us become regular to-do list makers at some point in our lives. We tend to scribble them down carelessly on Post-it notes, in diaries, on pieces of scrap paper, without any sense of forethought. If we get too busy, however, such a system tends to collapse. We have way too many Post-its tacked to our wall. Our diary becomes a blur of crossed out to-do items and illegible comments. We get stressed and foggy. What s needed, in such busy times, is a proper to-do list philosophy: a stripped-down, fine-tuned system that will allow you to use your lists in a highly efficient way. This is exactly what this book offers. Written with a student audience in mind (but useful for anyone with a busy life), Make Lists Not Fists will help you to de-stress, de-clutter, and take charge of your productivity - all through the power of lists. Topics covered include: -How to set up an effective digital time-management system with Wunderlist, the most popular to-do app on the planet (11 million users and counting) -How to use Wunderlist to remember absolutely everything: never forget about an important deadline ever again -How to make sure you start working on all important projects well ahead of time -How to use a diary properly (hint: keep it almost completely empty) -How to focus only on what is urgent and important, and forget about everything else More information is available at .



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