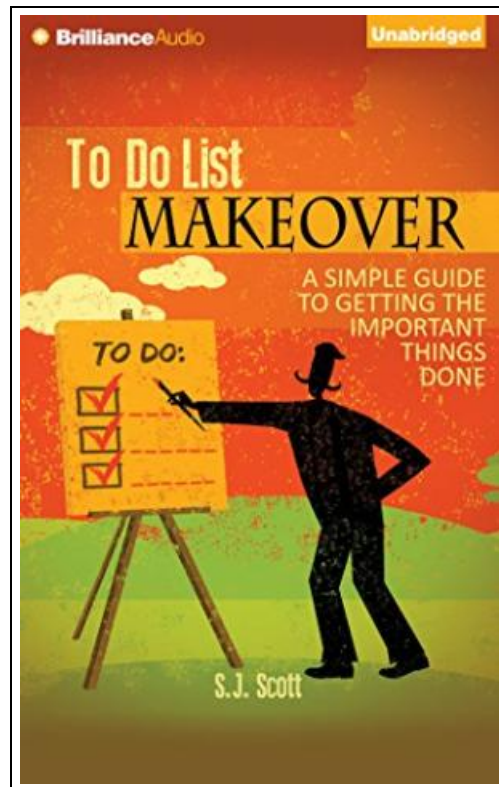


To-Do List Makeover: A Simple Guide to Getting the Important Things Done



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TO-DO LIST MAKEOVER: A SIMPLE GUIDE TO GETTING THE IMPORTANT THINGS DONE



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BRILLIANCE AUDIO, United States, 2014. CD-Audio. Book Condition: New. Unabridged. 165 x 137 mm. Language: English . Brand New. Learn: Why Most People FAIL At Getting Things Done Are you creating to-do lists that never get to-done? It s easy to start each workday with a lengthy list of tasks. Then something unexpected comes up. Next thing you know, the day is almost over. You work hard at a frantic pace, but you end up feeling frustrated because there s not enough time to do everything. We all write lists with the hope that they will turn us into productivity machines. Sadly, to-do lists often have the opposite effect. The wrong type of list can be de-motivating, causing you to slack off and procrastinate. Discover: How to Create To-Do Lists That are Both Actionable and Doable The truth is anyone can write a list. The hard part is creating a list that s actionable and also fits into your busy life. More often than not, people fill their lists with a disorganized mess of tasks, wants, needs and random ideas. Then they sit around and wonder why they re not getting significant results in their lives. What s the solution? Rethink the way you manage your daily life. Specifically, you should use multiple lists that cover different types of task. That s the core concept you ll learn in the following audiobook: To-Do List Makeover: A Simple Guide to Getting the Important Things Done. To-Do List Makeover provides a step-by-step blueprint for writing effective, actionable lists. You will learn: 7 Common To-Do List Mistakes (and How to Fix Them) The #1 Tool for Capturing Ideas How to Use a Project List to Identify Critical Tasks When to Work on Routine, Daily Activities Why the Weekly Review Helps You Get Things...



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