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100% Focused and Productive (2in1): 50 Great Ways To Improve Your Focus And Concentration And Work Smarter Not Harder (How To Be 100% Book 9)

John Morgan

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2 BOOKS IN 1!!!

Read 100% Focused

And Learn How To...

- Be Aware of How Your Mind Works
- Set Your Priorities and Create a Schedule
- Prepare Your Working Environment
- Prepare Your Response Toward Distractions
- Do One Task at a Time
- Finish the Current Task Before Moving To Another One
- The Mind Sprint Exercise
- Task Narration Exercise
- Improve Your Attention Span
- Alternate Difficult Tasks with Easy Ones
- Take Breaks Strategically In Your Working Hours
- Get Enough Hours of Sleep at Night
- Meditate Regularly
- Improve Your Self-Discipline by Creating Beneficial Habits
- Divide Large Tasks into Smaller Tasks
- Stop Bad Habits One at a Time
- Declare Your Dreams and Life Goals
- Use Your Working Momentum Wisely
- Manage Your Energy
- Reward Yourself for Accomplishing an Important task
- Use Gamification to Improve Your Focus
- Improve Your Brain’s Circulation
- Maintain Correct Posture

- And Much Much More

Read 100% Productive

And Learn How To ...

- Break Down Big Tasks
- Make a List
- Know Your Priorities
- Manage Your Time Wisely
- Learn to Delegate
- Known When to Practice Multitasking
- Improve Your Focus
- Take a Break
- Don't Sabotage Yourself
- Eliminate Fluff
- Use Reminders
- Make an Easy Start
- Beat Procrastination
- Get Rid of Distractions
- Stop Pushing Yourself Too Much
- Get Organized
- Create SMART Goals
- Know Your Peak Hours and Make the Most out of Them
- Reward Yourself
- Prepare for Obstacles
- Keep a Positive Attitude
- Be an Early Bird
- Take Power Naps
- And Much Much More

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