

# The Productivityist Workbook



The Productivityist Workbook is an e-book designed to teach you valuable strategies and explore tools that will allow you to attack your work and life with a more balanced, efficient, and effective approach. It is ideal for those who are just starting to work on improving their productivity, but it presents ideas for the seasoned productivityist as well. The book is divided into four sections that devote time to specific areas that can impact your productivity: 1. Idea Management: In this section, you'll be provided with tips, tools, and strategies that will help you through the process of seeing an idea through from start to finish. It is hard, and figuring out when to pursue an idea and when to let it go. Once you can manage your ideas better, you'll be able to see more of them through from concept to completion. 2. Time Management: In this section, you will gain a better understanding of how time plays a role in your productivity, and how you can really take advantage of each and every moment so that you can make the most out of not just your workday but every day. There's nothing better than to wake up every morning and now that you've got time on your side and this section will help you get there. 3. Email Management: In this section, you'll learn some tips, tricks, and tactics you can use to treat email in a way that allows you to be productive both inside your email application and beyond it. This part of the workbook will teach you how to make email just a part of your workflow, as opposed to taking up most of it. 4. Task Management: In this section, you will learn how to not only clearly identify what a task is but you will learn how to manage all the tasks you deal with today and going forward. You'll be given tools and mindset suggestions you can employ to help you figure out what tasks you need to do, what tasks you need to delegate, and what tasks you need to delete. The Productivityist Workbook is a

great starting point for those new to the world of personal productivity and want to spend more time being productive rather than simply doing productive.

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