



## A Practical Guide to Productivity: Work Smarter, Not Harder (Paperback)

By Graham Allcott

Icon Books Ltd, United Kingdom, 2018. Paperback. Condition: New. 2nd edition. Language: English . Brand New Book. To do: take the stress out of workdefeat ` information overload be more efficient. Whether you are overwhelmed by your to-do list, or get stressed just looking at your full inbox, this Practical Guide from productivity expert Graham Allcott reveals how to think, and act, more productively and to start loving work. Following a simple A-Z of expert tips and real-life examples, you will learn to improve your focus, regain control, and feel cool, calm and collected.



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