

[PDF] Extreme Productivity: Boost Your Results, Reduce Your Hours

Robert C. Pozen - pdf download free book



Books Details:

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Author: Robert C. Pozen
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Description:

From Academic and former executive Pozen offers his set of recommendations on productivity, urging us to adopt a proper mind-set, to focus on the results we seek rather than the hours we work. He defines personal productivity as “the quantity and quality of your results in achieving your own objectives.” Presented in five parts, his advice and “takeaway” lessons include setting goals with specific priorities, focusing on final results, not sweating the small stuff, organizing your daily

routine, improving reading comprehension, writing and speaking effectiveness, and long-term career decisions. His ideas are for all types of professionals, and he suggests action for certain stages of their careers. His insights on traveling effectively, embracing change, and balancing home and work are particularly valuable. He concludes, "Regardless of your employer's culture, you can adopt most of the specific techniques in this book. . . . Ultimately, it is within your power to boost your results and reduce your working hours." An excellent how-to on personal productivity. --Mary Whaley

Review "It's impossible to get ahead in today's knowledge economy without knowing how to read, write, and speak effectively. Pozen's tips on these three subjects alone are enough to make *Extreme Productivity* required reading for professionals-and aspiring professionals-of all levels." (Shirley Ann Jackson, President of Rensselaer Polytechnic Institute, Former Chairman of U.S. Nuclear Regulatory Commission (1995 - 1999))

"This book is a must read for overwhelmed professionals. It gives you tips and tools to accomplish more on a daily basis and to make better choices about your career." (Ambassador Charlene Barshefsky, former U.S. Trade Representative, Partner at WilmerHale)

"Bob Pozen's prodigious output is extraordinary. Read this book to learn how he does it all in a 24-hour day." (Martin Feldstein, Professor at Harvard University, Former Chairman of the Council of Economic Advisers)

"Read this book if you want to learn how to run efficient and effective meetings-or how to avoid them altogether. Bob really knows how to lead a discussion, get the group engaged, and drive to a consensus on what to do." (J. Michael Cook, Director of Comcast and IFF, Chairman and CEO Emeritus of Deloitte)

"Personal productivity requires you to focus on the most important tasks rather than spending your time on busy work or small wins. If you want to learn how to raise your game, look no further than *Extreme Productivity*." (David Calhoun, Chairman and CEO of Nielsen, former Vice Chairman of General Electric)

"Filled with useful recommendations on a wide variety of topics, this book will find adherents at every level of the company org chart." (Publishers Weekly)

"[Pozen's] insights on traveling effectively, embracing change, and balancing home and work are particularly valuable...An excellent how-to on personal productivity." (Booklist)

"*Extreme Productivity* is filled with such sage advice and pragmatism... The book is populated with practical, real world anecdotes....For companies' to have more effective boards, they will need to change with the times. A good place to start is to read *Extreme Productivity*." (Huffington Post)

"I believe that everyone will find at least one section of the book that will resonate with them. *Extreme Productivity* is the essential guide to investing our time wisely." (Newsweek)

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