



Get-It-Done Guy's 9 Steps to Work Less and Do More (Quick & Dirty Tips)

Stever Robbins

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Want to conquer your e-mail inbox once and for all? Need help getting organized and staying focused? Start reading! Millions of people already benefit from the innovative, time-saving tips that Stever Robbins dispenses each week in his #1 ranked *Get-It-Done Guy* podcast. Now he's come up with a 9-step plan to transform even the most overwhelmed into an overachiever. You will learn to:

Beat procrastination by speed dating your tasks: You'll face anything if it's just for three minutes; schedule small, finite periods of time for those tasks that seem too overwhelming to get started on.

Give your technology a performance review: Our smart phones, PDAs, and computers often make less work in one area while making much more work in others. Review your technology to make sure it's delivering on its promise.

Cut out the small talk: Small talk builds superficial relationships, which is a grand waste of time. Ask better questions to make instant connections that'll benefit you for years to come.

Written in the uniquely humorous style Stever is known for, *Get-It-Done Guy's 9 Steps to Work Less and Do More* will help you break the bad habits slowing you down and holding you back. Work less and do more—your free time is waiting!

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