



100% Focused and Organized (2in1): 50 Great Ways To Improve Your Focus And Concentration And Become More Organized And Effective (How To Be 100% Book 8)

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% Organized

And Learn How To...

- Keep a List
- Focus on One Thing at a Time
- Finish What You Can Now
- Learn to Say No
- Designate a Place or Space for Everything
- Simplify
- Put Away Things Not Used
- Sync Schedules across Gadgets
- Use Color Codes
- Have a Sense of Priority
- Minimize Owned Stuff
- Learn to Delegate Tasks
- Reclaim Control of Your Life
- Consider Murphy's Law
- Write it Down
- Sort it Out at the Source
- Use Multi-Use Products
- Use "Wasted" Time Wisely
- Process your Emails Daily
- Reap the Benefits of Online Banking
- Stop Buying Objects, Start Collecting Experiences
- Stop being Sentimental about Objects
- Monitor Your Progress Regularly
- And Much Much More

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reading is very important along with book as to be the matter. Book is important thing to incorporate you knowledge, except your teacher or lecturer. You find good news or update in relation to something by book. A substantial number of sorts of books that can you choose to adopt be your object. One of them is this 100% Focused and Organized (2in1): 50 Great Ways To Improve Your Focus And Concentration And Become More Organized And Effective (How To Be 100% Book 8).

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