



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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Adelina Foreman:

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