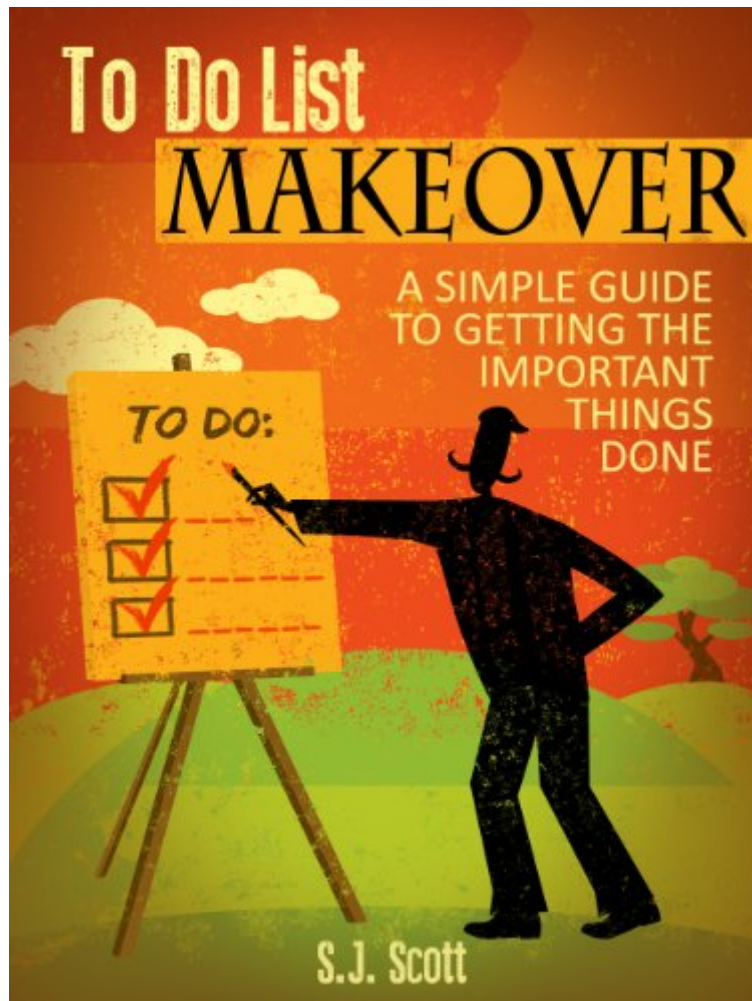


The book was found

To-Do List Makeover: A Simple Guide To Getting The Important Things Done (Productive Habits Book 2)



Synopsis

LEARN:: Why Most People FAIL At Getting Things DoneAre you creating to-do lists that never get to-done? It's easy to start each workday with a lengthy list of tasks. Then something unexpected comes up. Next thing you know, the day is almost over. You work hard at a frantic pace, but you end up feeling frustrated because there's not enough time to do everything. We all write lists with the hope that they will turn us into productivity machines. Sadly, to-do lists often have the opposite effect. The wrong type of list can be de-motivating, causing you to slack off and procrastinate.

DISCOVER: How to Create To-Do Lists That are Both Actionable and DoableThe truth is anyone can write a list. The hard part is creating a list that's actionable and also fits into your busy life. More often than not, people fill their lists with a disorganized mess of tasks, wants, needs and random ideas. Then they sit around and wonder why they're not getting significant results in their

lives. What's the solution? Rethink the way you manage your daily life. Specifically, you should use multiple lists that cover different types of task. That's the core concept you'll learn in the following book: "To-Do List Makeover: A Simple Guide to Getting the Important Things Done."

DOWNLOAD:: To-Do List Makeover - A Simple Guide to Getting the Most Important Things Done"To-Do List Makeover" provides a step-by-step blueprint for writing effective, actionable lists. You will learn:
7 Common To-Do List Mistakes (and How to Fix Them)
The #1 Tool for Capturing Ideas
How to Use a Project List to Identify Critical Tasks
When to Work on Routine, Daily Activities
Why the Weekly Review Helps You Get Things Done
THE App for Managing To-Do Lists
How to Complete Your THREE Important Tasks Every Day
8 Steps for Achieving Peak Results
How to Take Action (Even If You're not Motivated)
A Step-by-Step Process for Getting Results with Your Lists
It's not hard to take action on a consistent basis. All you need to learn is how to manage four types of lists on a daily basis. Would You Like To Know More? Download and get things done today. Scroll to the top of the page and select the buy button.

Book Information

File Size: 3266 KB

Print Length: 98 pages

Simultaneous Device Usage: Unlimited

Publisher: Oldtown Publishing LLC (May 17, 2014)

Publication Date: May 17, 2014

Sold by:Â Digital Services LLC

Language: English

ASIN: B00KEELWJU

Text-to-Speech: Enabled

X-Ray: Enabled

Word Wise: Enabled

Lending: Not Enabled

Enhanced Typesetting: Enabled

Best Sellers Rank: #21,108 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #17 in Kindle Store > Kindle eBooks > Business & Money > Business Life > Time Management #33 in Kindle Store > Kindle Short Reads > Two hours or more (65-100 pages) > Business & Money #36 in Kindle Books > Business & Money > Skills > Time Management

Customer Reviews

The author makes several good points about breaking up your to-do lists into categories, and about the real nature of the categories. I understand that the author- and many readers- are very digitalized, but I got pretty annoyed after a time at all the talk of which app to use to follow your own thoughts and schedule. Fully half the book concerned apps, not lists at all. You can access all the apps you want and still not get things done- just like you can scribble down endless lists and get nothing done. Too much computer fluff, to my taste.

No really new ideas, but pulls together covey, the getting things done guy and others into a simple and actionable set of steps. Quick read and well worth the time

I'm often suspicious of books that have only 5 star reviews - is it the author's Mum/budgie/cheer squad? But I've had great benefits from Scott's work before and given this book is so reasonably priced, I gave it a go. I'm so glad I did - it is typically straight down the line. If you do what Scott suggests you'll get way more done and even though it requires effort from each of us, Scott clears out so much crap about what really goes wrong with productivity. I've done a number of things he suggested - I finished the book yesterday - and it has really helped me get clear, clarify a bunch of complex projects and recognise where I've been leaking time. He is a great, clear writer and never pads his books. He's also honest with the reader and I really like this. His app suggestions have been so useful too. I think this one, like all his work I've read, is superb value for money. To Do lists sound simple but this is a whole productivity system that's streamlined, doable and psychologically smart. I highly recommend and I've never met the guy.

The do-list has finally received a makeover that increases its usefulness for busy people. S. J. Scott identifies common pitfalls that prevent individuals from accomplishing their top daily priorities and long-term goals in his indispensable book, *To-Do List Makeover*. S.J. replaced the single to-do list with four lists that help readers clearly identify, prioritize and perform tasks. The book explains how to incorporate tools like Evernote, mind mapping and Remember the Milk. Links to these and other resources are included in S.J.'s book. He also provides advice on when it is okay to use pen and paper and when technology is the better option. I like the way S.J. walks readers step-by-step through the process of creating his revamped to-do lists for their own lifestyle. The book provides specific examples, including one of S.J.'s actual weekly to-list, which is great for visual learners like me. Finally, the section entitled *How to Take Action (Even If You're not Motivated)* helps readers uncover the real reason that they aren't accomplishing a specific task. S.J. also provides strategies to overcome the issue. If you are serious about accomplishing your personal and professional daily and long-term goals, you must read the *To-Do List Makeover*.

If you're used to the 'to do lists', just read the last section of the book: how to create to do lists that get results. That said, the book is easy to read with logical flow and good transition and is probably useful for people struggling to plan their day or week. If you already know how to effectively use planning tools such as Microsoft Outlook, Google Calendar, Evernote, PlanPlus etc, this book is a good refresher but not as must-read. Personally I prefer and use PlanPlus (desktop version or Outlook version) from Franklin Covey Leadership Center. It has everything described in this book and includes other features such as personal mission statement, goal setting, a powerful project planning tool and an excellent weekly planning tool. I've been using the Outlook version for nearly 10 years and it has greatly improved my planning skills.

I bought this book when it first came out, because I'm a HUGE fan of every single book authored by S.J. Scott. Each and every one of them contains inspiring and life changing material that has blessed me in numerous ways. But this book in particular has been especially helpful for me. I've applied the techniques it teaches for the last 2 days and I can honestly say that the results have left me with my jaw hanging wide open. Not only have I been much more productive and got SO MUCH more done -- for some bizarre reason I've also been HAPPIER and in a better mood than normal. So, now not only do I have to thank S.J. (AGAIN!) but I also have to thank him in behalf of my family. (Because each and every one has benefited from my improved mood due to the principles taught in this

book.)If you're interested in turning your life around, being constantly happy, and being drop-dead-amazingly productive -- DON'T HESITATE!Download this book now!You won't regret the couple of bucks you invest in it. ;-)

Sometimes I wonder if my brain thinks that studying productivity will make me suddenly more productive. But this book (and others books by this author) have me itching to actually DO things that will make me more productive and efficient. Okay, I have to go now and makeover my to-do lists. (PS I loved this book)

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