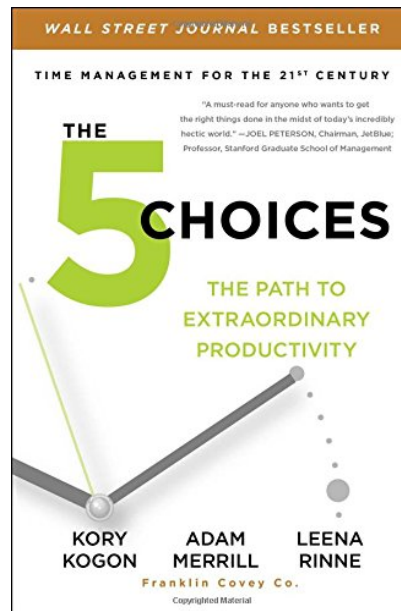


Best! The 5 Choices: The Path to Extraordinary Productivity PDF



Best! The 5 Choices: The Path to Extraordinary Productivity by *by By Kory Kogon, Adam Merrill, Leena Rinne*

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The time management experts at FranklinCovey share their five critical techniques for avoiding distractions and paying focused attention to our most important goals and tasks in our daily lives: This book “fits a real need in these turbulent, but opportunity-rich, times” (Steve Forbes). Every day brings us a crushing wave of demands: a barrage of texts, emails, interruptions, meetings, phone calls, tweets, blogs—not to mention the high pressure demands of our jobs—which can be overwhelming and exhausting. The sheer number of distractions can threaten our ability to think clearly, make good decisions, and accomplish what matters most, leaving us worn out and unfulfilled. Now FranklinCovey offers powerful insights drawn from the latest neuroscience and decades of experience and research in the time-management field to help you master your attention and energy management through five fundamental choices that will increase your ability to achieve what matters most to you. The 5 Choices is time management redefined: it increases the productivity of individuals, teams, and organizations, and empowers you to make more selective, high-impact choices about where to invest your valuable time, attention, and energy. The 5 Choices—from Act on the Important, Don’t React to the Urgent, to Rule Your Technology, Don’t Let It Rule You—will not only increase your productivity, it will also provide a renewed sense of engagement and accomplishment. You will quickly find yourself moving beyond thinking, “I was so busy today, what did I actually accomplish?” to feeling confident, energized, and extraordinarily productive.

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