



# **The Productivity Handbook: New ways of leveraging your time, information, and communications**

*Donald Wetmore*

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## **The Productivity Handbook: New ways of leveraging your time, information, and communications**

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From renowned time management consultant Donald Wetmore comes *The Productivity Handbook*, a guide for the overworked and overwhelmed.

*The Productivity Handbook* reveals how true productivity doesn't mean doing more things *faster*. It means being more *effective*—and this requires better ways of prioritizing your time, communicating with others, and absorbing information. In this concise and entertaining book, Wetmore offers powerful tips and techniques in these three areas:

Time—includes making short- and long-term plans, managing multiple priorities, and overcoming procrastination

Information—includes shrinking your inbox, writing effective notes, and improving your memory

Communication—includes networking, public speaking, and having efficient meetings

**Dr. Donald J. Wetmore** is the founder of the Personal Productivity Institute, an organization that teaches productivity tools and techniques to participants at major corporations including J.P. Morgan Chase, General Electric, and Duracell. A member of the National Speakers Association, Wetmore is frequently featured in the *New York Times*, the *Boston Globe* and on PBS. He is also an attorney and an adjunct professor in the MBA program at Mercy College, New York.

*From the Hardcover edition.*

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