

## Where To Download Results Think Less Achieve More

# Results Think Less Achieve More

How to Get More Motivated,  
Set Bigger Goals, and  
Achieve More by Thinking  
Bigger Have you ever  
wondered what separates  
people who think bigger  
from people who set their  
bar low? What makes one  
person accept low  
standards and another  
person to constantly raise  
them? Why does one person  
strive to build an  
international organization  
affecting the lives of  
millions of people, while  
another person is content

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working her entire life as a clerk? (Not that there's anything wrong with being a clerk!) Why is one person challenging herself to run marathons, train her body and get fitter, while another is happy living a sedentary, unhealthy lifestyle? What drives a person who's optimizing every single aspect of her life and what causes another person to maintain the status quo? You can say, "Well, the answer is simple enough - one person is ambitious, while the other one is not." But what

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exactly causes it? And most importantly - how do you become more ambitious and think bigger? Is it something you're born with and can't change, or is it something over which you have control? I found this topic so fascinating I decided to find out the answer for myself and write a book about it. This book is the result of my research about people who think big and the science of being more ambitious. Here are just some of the things you will learn from the book:

- What key things you need

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to inspire yourself to think bigger, and more importantly, achieve your big goals. - Why you need a "why," and what kind of motivators will set you up for success (hint: attaining money or status are some of the least motivating goals possible). - The single most important thing to thinking bigger. If you don't have it in your life, you will sabotage your efforts - guaranteed. - What the chimp is and why you need to learn how to control it to get yourself motivated and

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work on your big goals. You can be making things hard for yourself without being aware of it. - How to cultivate the art of strategic laziness to achieve more while doing much less than other people (why work so hard if you can get better results by being lazy?). - The seven most important triggers of flow - a state of perfect focus where the magic happens. - The secret of achieving the impossible is not really such a secret, but most people tend to forget about it and get

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overwhelmed by their goals. I wrote this book to increase my motivation, teach myself how to think bigger and learn how to raise my standards. I hope the answer I found will help you as much as it has helped me. You can also learn how to find motivation to become the best version of you. Scroll up and buy the book now. For more free resources, sign up for my self-improvement newsletter: <http://www.proufoundselfimprovement.com/tba>  
Wall Street Journal

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Bestseller A groundbreaking approach to succeeding in business and life, using the science of resourcefulness. We often think the key to success and satisfaction is to get more: more money, time, and possessions; bigger budgets, job titles, and teams; and additional resources for our professional and personal goals. It turns out we're wrong. Using captivating stories to illustrate research in psychology and management, Rice University professor Scott Sonenshein examines why

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some people and organizations succeed with so little, while others fail with so much. People and organizations approach resources in two different ways: “chasing” and “stretching.” When chasing, we exhaust ourselves in the pursuit of more. When stretching, we embrace the resources we already have. This frees us to find creative and productive ways to solve problems, innovate, and engage our work and lives more fully. Stretch shows why everyone—from executives to



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entrepreneurs,  
professionals to parents,  
athletes to  
artists—performs better  
with constraints; why  
seeking too many resources  
undermines our work and  
well-being; and why even  
those with a lot benefit  
from making the most out  
of a little. Drawing from  
examples in business,  
education, sports,  
medicine, and history,  
Scott Sonenshein advocates  
a powerful framework of  
resourcefulness that  
allows anybody to work and  
live better.  
You can achieve anything

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when you know how to put your mind to it We all know that a positive mental attitude can work wonders... but there's so much more to it than that. With the right coaching you can move from positive attitude to determined success magnet! Mark Rhodes trains people every day on just how to achieve that level of concentrated resolve. In this book he'll show you how to build the mindset you need to achieve your goals and dreams and start to notice more opportunities and have the confidence to act

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on them. Whilst NLP based, no prior knowledge of NLP is needed! Mark keeps the science in the background. And don't worry, he doesn't ask us to trust the powers of the Universe and have 'faith' that it will work. Mark's steps are practical and actionable, using real examples. Think Your Way to Success will supercharge your performance, helping you to:

- Map out exactly what you want to achieve
- Find the confidence to act on opportunities
- Use visualization to get

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results • Conquer your fears and phobias • Beat the “I can’t” virus and shake off limiting beliefs

Praise for the book: "I know that there are hundreds of people who are more focused and more successful today because of the help Mark has given them." Bev James, CEO of The Coaching Academy "The perfect antidote to negativity and a powerful reminder that attitude changes everything." Guy Rigby, Director - Head of Entrepreneurs, Smith & Williamson Limited, author of From Vision to Exit

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“This book shows the really important things about mind power so that you will be able to emulate Mark’s success. Keep it with you and read it over and over again!” Ron G Holland, author of Talk & Grow Rich “Mark Rhodes has given NLP a new look... I recommend it to NLPers everywhere...” Dr Richard Bandler, Co founder of the field of NLP, Author of The Secrets of Being Happy Everyone gets 168 hours a week, but it never feels like enough, does it? Work gobbles up the lion's

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share--many professionals are working as much as 70 hours a week--leaving less and less for rest, exercise, family, and friends. You know, all those things that make life great. Most people think productivity is about finding or saving time. But it's not. It's about making our time work for us. Just imagine having free time again. It's not a pipe dream. In *Free to Focus*, New York Times bestselling author Michael Hyatt reveals to readers nine proven ways to win at work so they are

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finally free to succeed at the rest of life--their health, relationships, hobbies, and more. He helps readers redefine their goals, evaluate what's working, cut out the nonessentials, focus on the most important tasks, manage their time and energy, and build momentum for a lifetime of success.

Discover the Hidden Power  
of Giving In  
Unlock the Power of Less  
-and Achieve More Than You  
Ever Imagined  
The Little Book of Clarity  
Great at Work

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Flip the Switch

A Code of Honor to a Lost  
Art

The Surprisingly Simple  
Truth Behind Extraordinary  
Results

Eat That Frog!

*35 ways to success, fulfillment, and happiness How to Have a Great Life starts with you-your strengths and amazing potential and how to develop those. It helps you understand how to tap into your ability to grow, while equipping you with insights, inspiration, and practical tools to deal with whatever life throws your way in order to achieve success and live a happy and fulfilled life. You already have many of the tools you need to succeed-you just need to know which ones to use*



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*and how best to use them. With no-frills, funny, and emotionally intelligent advice, Paul McGee will make you think, make you laugh, and make you take action to live your greatest life possible. Tap into your ability to grow Find insight and practical tools to deal with whatever life throws your way Slow down and live a more balanced life Re-gain time and brain space Improve the quality of your relationships with others We are living faster and more frantic lives than ever before—and there's no time like the present to catch your breath and live your best life possible.*

*Talk Less, Say More is a revolutionary guide to 21st century communication skills to help you be more influential and make things happen in our distracted, attention-*

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*deficit world. It's loaded with specific tips and takeaways to ensure that you're fully heard, clearly understood, and trigger positive responses in any business or social situation. It's the first book to deliver a proven method to master the core leadership skill of influence. Talk Less, Say More lays out a powerful 3-step method called Connect, Convey, Convince (R) and guides you in how to use these habits to be more influential. This succinct book solves your modern communication issues in today's demanding, distracted world at a time when interaction skills are plummeting. Communication is the single greatest challenge in business today. It takes just 3 habits to conquer it. Talk Less, Say More will help you achieve more with less. Less wordiness. Less tune-*

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*out. Less frustration. You'll gain more time. More positive outcomes. More rewarding relationships. A hilarious argument for change from international behaviour expert Jez Rose Do you ever wonder why achieving results is such a struggle? Do you want that to change? Let Jez show you how to train your brain differently by uncovering strategies used by some of the most successful people in the world. Using real-world examples the former comedian examines why some people struggle to achieve, despite trying, while others appear to achieve extraordinary results. Jez will show you why we behave the way we do and how to change for the better. By changing the way we think, our behaviour and approach to life will also change. Aware that our success*

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*is also a result of other people, Flip the Switch will show you how to improve the behaviour and thought patterns of those around you too. Practical exercises to get you thinking differently Learn how to change for the better using a variety of techniques Get the confidence to go after what you want, when you want Become extraordinary by adopting Jez's down to earth and charismatic approach Flip the Switch: Achieve Extraordinary Things with Simple Changes to How You Think will change how you approach success and leave you ready to take on the world. This book will change how you think about yourself, your potential and the world. In Sweet Sharing, Ankush Jain uncovers the hidden beliefs and misunderstandings that keep us from*

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*experiencing life to the fullest--and shows us how to free ourselves from them. This book is not prescriptive. There are no techniques to practice or systems to follow. Instead, Ankush gently points readers towards a transformative understanding of how the mind really works. Using stories from his own life and from the lives of his clients, Ankush invites us to rediscover who we truly are.*

*--"Without ego promises, this book, like its author, quietly delivers. A 'Sweet Sharing' indeed! It is transcendent in its simplicity, honesty and humility." ~ Keith Blevens, Ph.D., Clinical Psychologist, Three Principles educator, trainer and consultant --"Sweet Sharing is a beautiful, personal journey of Understanding. Ankush helps us find the wisdom to resolve everyday*

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*human issues. I recommend this book to any human being that wants to discover their own wisdom, love, and understanding." ~ Mark Howard, Ph.D., Clinical Psychologist, Three Principles educator, trainer and consultant --"Sweet Sharing is personal yet universal; simple yet deep. The stories and insights in this book show how transformation happens naturally when we wake up to how our human experience works. Ankush's stories will entertain you, and what he shares about how the mind works just might change your life." ~ Amy Johnson, Ph.D., author of The Little Book of Big Change: The No-Willpower Approach to Breaking Any Habit and creator of The Little School of Big Change --"Using engaging personal stories, Sweet Sharing points you to the simple but*

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*profound truth that can transform your life." ~ Jamie Smart, Sunday Times bestselling author of Clarity: Clear Mind, Better Performance, Bigger Results and Results: Think Less. Achieve More --"Ankush has written a provocative memoir of his personal journey, with strikingly honest revelations from both before and after experiences which radically changed his 'thinking' and therefore his life. Relationships, health, jobs and money are all put under the microscope, with simple and direct examples of how changing our thinking is possible." ~ Linda Quiring, author of Island of Knowledge --"Ankush Jain's book Sweet Sharing makes for sweet reading. Throughout the book Ankush sprinkles stories, anecdotes, and nuggets of wisdom that bring us*

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*back to our childlike sense of wonder and show us that our well-being, love, and resilience are always within us." ~ Amir Karkouti, author of What the F\*\*k are the Three Principles? and 18 Other Questions from So-Called Wisdom*

*Ankush Jain is a life coach, public speaker and trainer based in the UK with clients from Australia to Canada. He is the founder of the Powerful Men's Group and since 2015 has run multiple sold-out Powerful Men's Immersions in the UK. He is also the host of the successful Relationship Series and Business Series podcasts and has created several YouTube channels and multiple online communities related to coaching and personal development. He is also a coach to other coaches--assisting them in developing their practices through*



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*deeply impactful coaching and an emphasis on service. Ankush lives in London with his wife Yamini. You can find out more about what he's up to at <http://www.ankushjain.co.uk>*

*Tips and Techniques for Decisive Thinking*

*Work Smarter, Think Bigger, Achieve More*

*An Easy & Proven Way to Build Good Habits & Break Bad Ones*

*Three Habits to Influence Others and Make Things Happen*

*Plans and Progress to Date of Interagency CRA Regulatory Reform Effort*

*Hearings Before the Committee on Armed Services, United States Senate, One Hundred Seventh Congress, Second Session, on S. 2225 ....*

*A Quick Guide to Achieving Big Goals*

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### *Sweet Sharing: Rediscovering the Real You*

- More than 500 appearances on national bestseller lists
- #1 Wall Street Journal, New York Times, and USA Today
- Won 12 book awards
- Translated into 35 languages
- Voted Top 100 Business Book of All Time on Goodreads

People are using this simple, powerful concept to focus on what matters most in their personal and work lives. Companies are helping their employees be more productive with study groups, training, and coaching. Sales teams are boosting sales. Churches are conducting classes and recommending for their members. By focusing their energy on one thing at a time people are living more rewarding lives by building their careers, strengthening their

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finances, losing weight and getting in shape, deepening their faith, and nurturing stronger marriages and personal relationships. YOU WANT LESS. You want fewer distractions and less on your plate. The daily barrage of e-mails, texts, tweets, messages, and meetings distract you and stress you out. The simultaneous demands of work and family are taking a toll. And what's the cost? Second-rate work, missed deadlines, smaller paychecks, fewer promotions--and lots of stress. AND YOU WANT MORE. You want more productivity from your work. More income for a better lifestyle. You want more satisfaction from life, and more time for yourself, your family, and your friends. NOW YOU CAN HAVE BOTH — LESS AND MORE. In The ONE Thing, you'll learn to \* cut

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through the clutter \* achieve better results in less time \* build momentum toward your goal\* dial down the stress \* overcome that overwhelmed feeling \* revive your energy \* stay on track \* master what matters to you

The ONE Thing delivers extraordinary results in every area of your life--work, personal, family, and spiritual.

WHAT'S YOUR ONE THING?

Have you ever found yourself struggling with information overload? Have you ever felt both overworked and underutilised? Do you ever feel busy but not productive? If you answered yes to any of these, the way out is to become an Essentialist. In Essentialism, Greg McKeown, CEO of a Leadership and Strategy agency in Silicon Valley who has run courses at

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Apple, Google and Facebook, shows you how to achieve what he calls the disciplined pursuit of less. Being an Essentialist is about a disciplined way of thinking. It means challenging the core assumption of 'We can have it all' and 'I have to do everything' and replacing it with the pursuit of 'the right thing, in the right way, at the right time'. By applying a more selective criteria for what is essential, the pursuit of less allows us to regain control of our own choices so we can channel our time, energy and effort into making the highest possible contribution toward the goals and activities that matter. Using the experience and insight of working with the leaders of the most innovative companies and organisations in the world, McKeown shows you how to put Essentialism

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into practice in your own life, so you too can achieve something great. Think Smart, Act Smart shows you how to get the most out of your brainpower in everyday situations: how to analyse conditions and problems, how to come to the right conclusions, how to make good decisions, and how to convert those decisions into action – in short, how to get things done. Starting with focus and concentration, psychologists Darren Bridger and David Lewis explain how to adapt our focus level and set priorities. At the core of the book is effective decision making, including goal setting and risk assessment, allied to invaluable advice on how to prevent stress from distorting your thinking. Finally, the crunch point – how to take action, and ensure that all your best

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thinking is channelled into positive results. Find out how to: Get things done more effectively, from initial analysis to final action Banish distraction and irrelevance to achieve laser-like focus Think your way through any problem or dilemma Beat stress and work well under pressure Do more with less by using your brain more effectively

THE #1 SUNDAY TIMES

BESTSELLER 'Excellent.' The Times 'Offers a fresh take on how to create your own balance, be more productive and feel fulfilled in the high-pressure social media age.'

Cosmopolitan, 12 BEST NEW BOOKS

TO READ 'Serves some serious inspiration for the business-minded.'

Bustle, TOP DEBUT BOOKS OF 2021

'Pinpoints and unpacks the confusing and impossible messages we are all

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fed about modern work, how we are supposedly meant to be "nailing" all areas of our life all at once.' Emma Gannon 'Essential reading for anyone who takes their working life seriously.' Anna Codrea-Rado

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We all know the pressure of feeling like we should be grinding 24/7 while simultaneously being told that we should 'just relax' and take care of ourselves, like we somehow have to decide between success and sanity. But in today's complex working world, where every hobby can be a hustle and social media is the lens through which we view ourselves and others, this seemingly impossible choice couldn't be further from our reality. In Working Hard, Hardly Working, entrepreneur and self-proclaimed 'lazy workaholic' Grace Beverley



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challenges this unrealistic and unnecessary split, and offers a fresh take on how to create your own balance, be more productive and feel fulfilled. Insightful, curious and refreshingly honest, *Working Hard, Hardly Working* will make you reflect on what you want from your life and work - and then help you chart your path to get there. \_\_\_\_\_ A

BOOK TO HELP YOU: Create your own Productivity Method: Work smart and do more of what you love  
Make your routine work for you:  
Optimise your habits and reap the benefits  
Understand your value: Get into your flow and enjoy your everyday  
Engage in effective self-care: How stepping back can help you move forwards \_\_\_\_\_

Real comments from Grace's readers: 'A truly important read' 'A

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refreshing and honest perspective I could really relate to' 'You should read this book!' 'So well-informed, funny and REAL' 'I got so much out of this lovely book' 'Incredibly wise, practically helpful and inspirational' 'A really helpful and insightful book' 'Every single person can benefit from this book' 'You will not regret buying this book' A #1 Sunday Times bestseller, April 2021

Atomic Habits

Your Best Just Got Better

How to Have a Great Life

Issues at the Special Session of the 1975 U.N. General Assembly, Hearings Before the ..., 94-1, May 19, 21, and July 8, 1975

Talk Less, Say More

The Disciplined Pursuit of Less

Hearings Before the Subcommittee on International Organizations of the

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Committee on International Relations, House of Representatives, Ninety-fourth Congress, First Session, May 19, 21, and July 8, 1975  
Achieve Extraordinary Things with Simple Changes to How You Think

**"A wonderful, insightful book to guide women to the top of the pyramid and to their fullest potential as leaders and women in the fullest sense of both terms." --Mark Bryan,**

**author of The Artists' Way at Work**  
**"Freeing, insightful, validating, and, best of all, practical. Any woman who reads this book will be forever changed by it." --Patricia Aburdene,**  
**author of Megatrends for Women**

**A forefront productivity expert argues that longer working hours do not compensate for flawed approaches to performance,**

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**outlining strategic techniques for establishing positive habits, mindset-based strategies and proactive processes for enabling more effective working hours.**

**For many people, a successful work/life balance is frustratingly elusive. Monday mornings fill us with dread, as we face increasingly long hours, constant stress, and the struggle to maintain a decent quality of life. Work/life balance is typically seen as a time-management issue, but that's not it. Working harder in the little time you have won't help. What's needed is a change of attitude and approach, where you can stop tearing your hair out, and go home feeling happy, confident and stress-free. In the process, you**

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**will become much more productive, relaxed and an asset to your business. WORK LESS, ACHIEVE MORE shows you how. For many people, a successful work/life balance is frustratingly elusive. Monday mornings fill us with dread, as we face increasingly long hours, constant stress, and the struggle to maintain a decent quality of life. Work/life balance is typically seen as a time-management issue, but that's not it. Working harder in the little time you have won't help. What's needed is a change of attitude and approach, where you can stop tearing your hair out, and go home feeling happy, confident and stress-free. In the process, you will become much more productive, relaxed and**

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**an asset to your business. WORK LESS, ACHIEVE MORE shows you how.**

**Are you trying to do more with less? Do you feel pulled in every direction? Are you trapped on the hamster wheel of busy? TIME IS PRECIOUS** There are only so many hours in the day. Yet there has never been more pressure to do more, ramp up results and deliver.

**Interruptions, distractions and bad habits all throw our productivity and potential into chaos. WE'RE ON 24/7** It's a cruel irony that in a world of immense connectivity, we feel increasingly disconnected and unproductive. The incessant emails, phone calls and social media alerts steal precious family and leisure

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**time. It can seem impossible to "switch off." THE PRODUCTIVE LEADER** The productive leader knows how to achieve more. They reduce stress, maximise their time and stay focused by leveraging their skills, people and resources. They are in control, inspire others and are happier. Are you ready to become a productive leader? **THIS BOOK WILL:** - Uncover the key skills and attributes needed for a more productive approach to your work, your life and your team. - Explore which habits hinder or help your productivity and how these impact on your team and your workload. - Help you discover the ways you can amplify your productivity to bring new levels of achievement and

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**success into your life, work and team. - Show you how you can engage and empower your team to truly drive performance and ramp up their productivity.**

**ENDORSEMENTS: " This is a fast-moving, practical book that shows you how to increase your performance, results and rewards immediately. Every step or idea is proven and easy to apply." Brian Tracy, Best-Selling Author, East That Frog. "Sally Foley-Lewis has written the penultimate book on productivity! Cleverly crafted with real world strategies that you can implement in a matter of minutes. It will be become an all time classic reference book for the modern leaders of business. Well Done ... 10**



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**out of 10!" - Keith Abraham CSP, Multi-Award Winning Keynote Speaker, 5 x Best-Selling Author Founder of the Passionate Performance Program "In this phenomenal book, Sally Foley-Lewis says, "It matters not what role you're in or what your job title is. You are a leader. A leader is not a job title - it's a behaviour." This gem alone can transform the path of a human being. Sally is one of those people whose insights are powerful and command attention. Read. This. Book!" - Karen Jacobsen, The GPS Girl "Loved your insights and the way they were delivered with a combination of story telling and statistics. I could see myself in your examples and what I can see I can**

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**take action on. Productivity has increased and time has been saved.**

**Thank you!" - Julie Cross CSP**

**"Sally Foley-Lewis is the real deal.**

**She practices what she shares in this**

**book. She shares not only what**

**works for her clients, but what she**

**puts into practice to make her one of**

**the most productive people I know.**

**Her book is filled with practical**

**ideas shared clearly and with**

**humour. Your small investment in**

**this productivity tool will pay off**

**many times over - if you apply her**

**techniques to your life." - Rebecca**

**Morgan, CSP, CMC, bestselling**

**author of 26 books, USA "Who has**

**time to be more productive? I'm too**

**busy! Feel lighter, less stress and**

**learn to become more accountable**

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**for results with "The Productive Leader" by Sally Foley Lewis." -  
Scott Friedman CSP, Global  
Speaking Fellow, Founder of  
Together We Can Change the World  
How to Think Bigger  
Department of Defense  
Authorization for Appropriations  
for Fiscal Year 2003  
21 Great Ways to Stop  
Procrastinating and Get More Done  
in Less Time  
The Remarkable Truth of How a  
Small Change Can Help You Stress  
Less and Enjoy Life More  
How to Achieve More, Reduce Stress  
and Gain 2 Hours Per Day  
Let Go of Past Success to Achieve  
Extraordinary Results  
Train the Trainer**

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### **Hearing Before the Committee on Commerce, Science, and Transportation, United States Senate, One Hundred Third Congress, Second Session, June 16, 1994**

Imagine what you could achieve if you could only clear your mind The Little Book of Clarity shows you how to clear your head and get things done. Based on bestselling book, Clarity, this new edition has been distilled to the essentials, getting right to the point. With no vague theory or superfluous anecdotes, this book gets you right to work reducing stress and boosting productivity by uncovering

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your mind's in-built "self-clearing" capacity. As you begin to understand the concept of innate thinking, the benefits will start emerging in every corner of your life. As you think less, you'll win more – at work, at home, and at the game of life as a whole. You'll rid your mind of clutter for good as you focus on what matters, and finally free up the time you need to pursue your dreams. Life's constant bombardment of "to-do" and "urgent" pushes your own priorities clear off the radar. Before you know it, you're always busy, but not getting very much accomplished. Personal

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goals fall by the wayside as you struggle just to keep up with day-to-day life. This book shows you how to cut the noise and clear the fog, and start working on what matters to you. Harness the power of insight and principles Discover your true identity and innate wisdom Build better relationships and stronger connections Discard toxic goals and pursue authentic desires Clarity is the mind's natural state, a state to which it will always return if given the chance. Although it's evident in children, most adults have had this ability conditioned out of them by

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our "go-go-go" society,  
leaving them mentally muddy,  
stressed, and ineffectual.  
The Little Book of Clarity  
helps you erase that  
conditioning and gain the  
peace of mind to live a life  
you love - permanently.  
For anyone tired of chasing  
ever-elusive desires, of  
doing more only to find that  
more needs doing, and of  
making more money only to  
need more money,  
best-selling author  
Chin-Ning Chu shows you that  
life was meant to be easy,  
if you know the secrets.  
From the best-selling author  
of *The Working Woman's Art  
of War*, comes an important  
and timely book about the

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side of success that most don't know about ?e power of selective yielding, of surrendering to a successful destiny, and of getting what you want by not wanting it too much. Using Carl Jung's famous parable of the rainmaker as a framework, Chin-Ning Chu explains universal truths about the nature of effort, success, willpower, detachment, "creating luck," and more. Illustrating the four "secrets of the rainmaker" with rich anecdotes from history, personal experience, and popular culture, Ching-Ning explains how to create success by attaining inner harmony, how



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to partner effort with ease,  
how to make peace with time,  
and how to stop reacting and  
start restfully controlling  
the events of your life.

In Jamie Smart's book, *The Profitable Coaches Scorecard*, he explores the key multipliers that you need in order to enjoy growing your professional practice, have an even bigger impact on your clients, and start experiencing the sort of success that you want in your life and in the world. Reading this book will inspire you to take the next step as you learn and grow through your own transformation as a

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professional. In the book, Jamie explains that the results of your own transformation - who you are and how you're showing up in the world - are the most powerful thing you have to share with your clients and grow your practice. His book will help you navigate this process of becoming a transformation professional who's having an exponential impact in the world.

"The book will use many of the examples, exercises and metaphors that have been tried and tested for many years, and that form the heart of the Certified Clarity Coach Training Programme"--

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**Think Less. Achieve More**  
**The Hidden Habits of Top**  
**Performers**

**How to achieve more, stress**  
**less and feel fulfilled: THE**  
**#1 SUNDAY TIMES BESTSELLER**

**Clear Mind, Better**  
**Performance, Bigger Results**  
**The 1989 Economic Report of**  
**the President**

**A Total Productivity System**  
**to Achieve More by Doing**  
**Less**

**Think Your Way To Success**  
**Do Less, Achieve More**

**The Wall Street Journal bestseller—a**  
**Financial Times Business Book of**  
**the Month and named by The**  
**Washington Post as “One of the 11**  
**Leadership Books to Read in**  
**2018”—is “a refreshingly data-based,**

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**clearheaded guide” (Publishers Weekly) to individual performance, based on a groundbreaking study. Why do some people perform better at work than others? This deceptively simple question continues to confound professionals in all sectors of the workforce. Now, after a unique, five-year study of more than 5,000 managers and employees, Morten Hansen reveals the answers in his “Seven Work Smarter Practices” that can be applied by anyone looking to maximize their time and performance. Each of Hansen’s seven practices is highlighted by inspiring stories from individuals in his comprehensive study. You’ll meet a high school principal who**

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**engineered a dramatic turnaround of his failing high school; a rural Indian farmer determined to establish a better way of life for women in his village; and a sushi chef, whose simple preparation has led to his unassuming restaurant being awarded the maximum of three Michelin stars. Hansen also explains how the way Alfred Hitchcock filmed Psycho and the 1911 race to become the first explorer to reach the South Pole both illustrate the use of his seven practices. Each chapter “is intended to inspire people to be better workers...and improve their own work performance” (Booklist) with questions and key insights to allow you to assess your own performance and figure out your**

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**work strengths, as well as your weaknesses. Once you understand your individual style, there are mini-quizzes, questionnaires, and clear tips to assist you focus on a strategy to become a more productive worker. Extensive, accessible, and friendly, Great at Work will help us “reengineer our work lives, reduce burnout, and improve performance and job satisfaction” (Psychology Today).**

**Every idea in this book is focused on increasing your overall levels of productivity, performance, and output and on making you more valuable in whatever you do. You can apply many of these ideas to your personal life as well. Each of these twenty-one methods and**

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**techniques is complete in itself. All are necessary. One strategy might be effective in one situation and another might apply to another task. All together, these twenty-one ideas represent a smorgasbord of personal effectiveness techniques that you can use at any time, in any order or sequence that makes sense to you at the moment. The key to success is action. These principles work to bring about fast, predictable improvements in performance and results. The faster you learn and apply them, the faster you will move ahead in your career - guaranteed! There will be no limit to what you can accomplish when you learn how to Eat That Frog!**

**What makes a training course**

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**successful? What is the secret to conducting an effective and memorable training course? What makes a great trainer? Why some training courses are useful, motivating and educational while others are boring and forgettable? This book provides you with a comprehensive set of guidelines on all aspects of training. The methodologies, scenarios and exercises presented in this book will ensure that you, as a trainer, are equipped with all the tools and skills needed to deliver a great training course. At Skills Converged, we specialise in supporting the training community with our state-of-the-art training materials. Over the years we have delivered numerous courses**



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**and have received extensive feedback from trainers who have used our products all over the world. We know what makes a training course successful and what makes one fail. In this book, we share our most treasured findings and experiences with you. We want to help you become the best trainer you can be and in turn, train as many people as possible around the world. Research shows that one of the fastest ways to learn is through examples. This book contains a large number of examples, case studies, and important research in the field of adult education for you to employ. Whether you are teaching soft skills, management, IT, technical courses or arts and crafts, you can benefit from this book as the lessons**

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**are applicable to teach any topic. This Second Edition has been extensively expanded with several chapters and now includes the entirety of our highly praised Train the Trainer Self-Study Course. In this book you will learn:**

- How to get the most from your training courses**
- How to avoid barriers to learning**
- How to take advantage of principles of Accelerated Learning**
- How to conduct a Training Needs Analysis**
- How to present confidently**
- How to avoid bad training delivery practices**
- How to plan your course**
- How to arrange the training environment optimally**
- How to keep the delegates constantly engaged**
- How to respond when you are being challenged**
- How to avoid poor**

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**statements that can hinder learning -  
How to take advantage of the power  
of story-telling - How to run training  
exercises to get the most from them  
First published 2008 under the title  
Get it Done!**

**Working Hard, Hardly Working  
Essentialism**

**Thoughtless: Think Less, Be More  
The Yes/No Book**

**The Way of a Seducer**

**How to Make Decisions and Achieve  
Extraordinary Results**

**Clarity**

**Results**

*If we want to feel alive and  
passionate again, it is time to  
reclaim the art of seduction. The  
Way of a Seducer is a code of  
honor to this lost art and sees in*

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*a seduction, based on integrity rather than manipulation, the secret to every thriving relationship, including the one we have with ourselves. This book will change the way you look at your relationships forever.*

*International praise for the book: "The Way of a Seducer beautifully blends a strong message of integrity, honor, and courage with the gentle essence of vulnerability, playfulness, and wonder. This book is unlike any other book I've ever read. Days after reading it, I'm still dwelling on its ideas as I interpret experiences through the lens of seduction, and seduction is*

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*everywhere." - Steve Pavlina, author of Personal Development for Smart People "A poetic glimpse at the spiritual dimension of seduction. Lovely illustrations and text and many thoughtful insights." -Betsy Prioleau, author of Swoon: Great Seducers and Why Women Love Them "Hans Comyn has written a timelessly beautiful book about the most compelling of subjects. For men and women alike, it is a clarion call to the truth of who you really are. Highly recommended." - Jamie Smart, author of the Sunday Times Bestseller RESULTS: Think Less, Achieve More "Hans is a fellow*

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*troubadour and lover of beauty. His enthusiasm, dedication, and love for people are his greatest strengths, and he has written a book where these qualities shine through on every page. I've seen first-hand the power of his revelatory ideas and I am certain this book will change the world for the better." - Zan Perrion, author of the Alabaster Girl*

### **LEARN TO CLEAR YOUR MIND AND THINK LIKE A WINNER**

*We all have so much going on. A million different projects, to-do lists longer than your arm. We all worry about things – money, deadlines. With all this buzzing around in our heads it's often a*

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*nightmare trying to concentrate on one thing. What if someone could show you how to empty your mind of all the noise? If you could be shown how to de-clutter your mind and concentrate on one important thing? Well Jamie Smart, state-of-mind specialist, can do just that – with Clarity he will show you how to get real clarity of thought. You'll learn how to clear your mind and become less stressed and more productive – and as a result, more confident in your abilities. Clarity will help you to:*

- Greatly improve your concentration and ability to think clearly*
- Reduce stress levels and increase*

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*productivity • Grow your confidence and self-belief • Find innovative solutions to problems and make progress on goals and dreams • Trust your intuition and improve your decision-making • Build stronger relationships through better communication*

*Praise for Clarity: “Thought-provoking, entertaining, and potentially life changing – highly recommended!” Michael Neill, Radio Show Host and Author of The Inside-Out Revolution: The only thing you need to know to change your life forever “A powerful, positive book that can help you to achieve more than you ever thought possible, in*



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*every area.” Brian Tracy, Author of Goals and Eat That Frog “I highly recommend this book to anyone trying to deal with life stressors and find true wisdom and well-being.” Mark Howard, Ph.D., Clinical Psychologist, ThreePrinciplesInstitute.org “Take your time reading this profound book. Jamie Smart is about to blow apart every circumstantial excuse you ever came up with. He’s about to put the steering wheel back in your hands.” Garret Kramer, Founder of Inner Sports and Author of Stillpower “The insights you’ll get whilst reading Clarity will resonant in how you manage day*

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*to day but, more importantly, provide a framework for refreshing your priorities, goals and drive.” Peter Lake, Group Business Development Director, JS Group “The world of leadership, sales and customer engagement has changed radically over the past ten years. People are more savvy, better informed and sick of the same old story. Jamie Smart cuts through the noise of the marketplace and shows you what really works. Profound, practical and instantly applicable; Clarity is essential reading if you want to make your mark in the 21st century.” Paul Charmatz, Former*

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*Managing Director, Camelot*  
“Jamie, you really hit the bullseye with this brilliant book; it’s a must-read for everyone who wants clarity of mind.” Joe Stumpf, Founder of By Referral Only and Author of Willing Warrior “Jamie Smart takes an outdated paradigm of success and turns it on its head. Pull up a chair, get a copy of Clarity and discover how you can experience an exponential increase in clarity and quality of life.” Rich Litvin, co-author of The Prosperous Coach and Founder of The Confident Woman’s Salon “Jamie Smart is brilliant! In his book Clarity, he has unlocked an insight into the

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*real-life matrix. Be ready to have your world turned inside-out because, as Jamie so effortlessly demonstrates, this is how it works.” Richard Enion, Dragon’s Den Winner, BassToneSlap.com and R*

*The #1 New York Times bestseller. Over 4 million copies sold! Tiny Changes, Remarkable Results No matter your goals, Atomic Habits offers a proven framework for improving--every day. James Clear, one of the world's leading experts on habit formation, reveals practical strategies that will teach you exactly how to form good habits, break bad ones, and master the*

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*tiny behaviors that lead to remarkable results. If you're having trouble changing your habits, the problem isn't you. The problem is your system. Bad habits repeat themselves again and again not because you don't want to change, but because you have the wrong system for change. You do not rise to the level of your goals. You fall to the level of your systems. Here, you'll get a proven system that can take you to new heights. Clear is known for his ability to distill complex topics into simple behaviors that can be easily applied to daily life and work. Here, he draws on the most*

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*proven ideas from biology, psychology, and neuroscience to create an easy-to-understand guide for making good habits inevitable and bad habits impossible. Along the way, readers will be inspired and entertained with true stories from Olympic gold medalists, award-winning artists, business leaders, life-saving physicians, and star comedians who have used the science of small habits to master their craft and vault to the top of their field. Learn how to:*

- make time for new habits (even when life gets crazy);*
- overcome a lack of motivation and willpower;*
- design your environment to*

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*make success easier; • get back on track when you fall off course; ...and much more. Atomic Habits will reshape the way you think about progress and success, and give you the tools and strategies you need to transform your habits--whether you are a team looking to win a championship, an organization hoping to redefine an industry, or simply an individual who wishes to quit smoking, lose weight, reduce stress, or achieve any other goal. A transformative system that shows leaders how to rethink their strategies, retool their capabilities, and revitalize their businesses for stronger, longer-*

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*lasting success. There's a learning curve to running any successful business. But when leaders begin to rely on past achievements or get stuck in old thinking and practices that no longer work, they need to take a step back—and unlearn. This innovative and actionable framework from executive coach Barry O'Reilly shows leaders how to break the cycle and move away from once-useful mindsets and behaviors that were effective in the past but are no longer relevant in the current business climate and may now stand in the way of success. With this simple but powerful three-step system,*



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*leaders can: 1. Unlearn the behaviors and mindsets that keep them and their businesses from moving forward. 2. Relearn the skills, strategies, and innovations that are transforming the world every day. 3. Break through old habits and thinking by opening up to new ideas, perspectives, and resources. Good leaders know they need to continuously learn. But great leaders know when to unlearn the past to succeed in the future. This book shows them the way.*

*How Not To Worry*  
*The Little Book of Results*  
*The ONE Thing*  
*A Quick Guide to Focus and*

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### *Declutter Your Mind*

*A 30-Minute Life Hacks Book on  
How to Increase Your Motivation,  
How to Be More Productive, How  
to Be More Efficient, Get Stuff  
Done and Save Time for Yourself  
How to Do Less\_ and Achieve  
More!*

### *The Profitable Coaches Scorecard*

*Hearing Before the  
Subcommittee on General  
Oversight, Investigations, and the  
Resolution of Failed Financial  
Institutions of the Committee on  
Banking, Finance, and Urban  
Affairs, House of  
Representatives, One Hundred  
Third Congress, First Session,*

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*September 17, 1993*

How often do you say `YES' to something, when you know you really wanted to say `NO'? You have the right and the power to choose. This book will show you how. The Yes/No Book is about choice. It empowers you with the ability to know exactly when to say `YES' and when to say `NO', showing you how to handle both with no fear, no guilt and with confidence and self-assurance. Empowered with the decision-making skills to know how and when to say `YES' and `NO' you will develop increasing control over your life. You will become more focussed, more productive, less stressed, more involved in doing the things you want to do and less in doing time-sapping chores that offer no benefit or joy. The book is structured into two parts. The first examines our

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addiction to `YES', the second tells us how to embrace and start using `NO' and how to choose when each is best for us.

'It is easier to complicate than to simplify' - this book takes up that challenge and aims to refine and clarify the theories in the original Results to produce a more succinct route to clarity and better results for the reader - because we all want to see results at home, at work and in life! Using transformational coaching techniques, examples, exercises and metaphors, Jamie talks the reader through the three key changes they need to achieve the results they are after and inspire others to do the same. Based on the principles of The Clarity Coaching Model, the reader will learn how to de-congest their mind to think more clearly, make better

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decisions and improve performance – achieving the ‘flow’ state attributed to the results of top-flight individuals.

Clearer thinking removes the stress and anxiety from decision making and allows you to focus on your goals.

Rather than a step-by-step process, the reader is encouraged to form a deep understanding of themselves to awaken their inner potential and improve their innate abilities including better listening, deeper connections, more motivation and greater innovation and creativity.

We as humans experience much stress and suffering, yet we aren't really sure why this is so. We guess that our stress and suffering comes from a lack of money, security, loving relationships, a difficult childhood, lack of religious faith, because we suffer from depression or some other sort of

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chemical deficiency in the brain or a variety of other reasons. But there is another explanation. We suffer because we think too much. We have stress because we are too attached to our thought. Thoughtless will show you why thoughts are the reason behind the stress and suffering that is common to almost all humans and how to do something about it, how to end it. William illustrates how it is possible to allow joy and inner peace to fill your experience of life, by becoming thoughtless.

Includes bibliographical references and index.

Issues at the Special Session of the 1975 U.N. General Assembly  
The Art of Training Delivery (Second Edition)

Hearings Before the Joint Economic Committee, Congress of the United

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States, One Hundred First Congress,  
First Session, January 18 and 31,  
February 2, 9, 22, and 23, 1989

Unlearn: Let Go of Past Success to  
Achieve Extraordinary Results  
How to Develop a Winning Mindset  
and Achieve Amazing Results  
Free to Focus

Work Less, Achieve More

Save Time and Get Things Done

Life can be a bit overwhelming  
sometimes, right? It can be difficult  
to clear your mind of a million  
different anxieties and focus in on  
the one thing you need to get done.

Bestselling author of Clarity and  
The Little Book of Clarity goes one  
step further with Results by using  
his Clarity Coaching Model to help  
you de-clog your mind so you can  
make better decisions, prioritise

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and focus on achieving those important goals. Develop a deeper understanding of why you act the way you do and awaken your inner potential. Jamie's transformational coaching techniques will help you improve in all areas of your life, from developing your listening skills during meetings at work to reducing the levels of stress in your life. These techniques will see you through three important changes – your personal transformation that will see you gaining confidence and understanding your own behaviour, your interpersonal transformation to guide you in having an impact on those around you, and lastly your commercial transformation to get your professional life moving in the



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direction you want. Results is full of helpful examples and exercises to get you on the road to the results you need. Learn how to: Prioritise and focus on the right goals at the right time Achieve the results you want by following the Clarity Coaching Model Improve your overall performance to gain better relationships with your colleagues, close friends and family Add more purpose to your life by allowing time for creativity and innovation Encourage others to follow in your footsteps! Praise for Results: “This book is going to wake up your innate ability to create results.” – Sh á á Wasmund MBE, author of the Sunday Times No. 1 bestseller Stop Talking, Start Doing “A

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visionary guide to success in the new transformation economy – simple principles, practical applications and bottom line results”. – Michael Neill, No. 1 bestselling author of *The Inside-Out Revolution* and *The Space Within* “Results shows you how to unlock the potential of all individuals and every type of organization.” – Eva Hamilton MBE, Founder and CEO, Key4Life “Results is a pleasure to read and full of deep insights into preparing ourselves for a more innovative way of thinking and organizing – it provides a guiding philosophy which puts our innate capacities at the heart of everything. It is a book that anyone interested in innovation – both

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inside and out – should read.” – Paul Sternberg, Associate Dean and Head of Design Innovation, Ravensbourne University “There is a magic in this book, offering wisdom to everyone. Blink and you’ll miss it. Blink and you’ll get it.” – Jim Lewcock, CEO, The Specialist Works “Jamie Smart has cracked the code for creating real results in a way that fits perfectly with who you really are.” – Rich Litvin, Founder, 4PC and co-author of The Prosperous Coach “As an owner of a business a key success factor for me has been to focus on discovering and working with authentic people that enable me to continually deliver results. Without doubt the clarity principles and

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Jamie's insights have been an exponential multiplier for me in my business and personal life." – Chris Norton, Director, Mentor Group

"Results provides a refreshing approach to personal and entrepreneurial transformation, and most importantly – to achieving results!" – Vlatka Hlupic, award-winning author of The Management Shift

"We all know we can have our best ideas, have a clarity of insight, at unexpected times. In this book, Jamie Smart shows how we can have more moments of lucid clarity and how we can marry that clarity with a propensity to action to achieve results." – Peter Lake, Managing Director, Aztec Aspire

"Jamie Smart's book connects the

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dots...so often missing...between understanding and excellent, creative actions that get results in the real world. A very stimulating book!” – Steve Chandler, author of Time Warrior “If you want to know what it really takes to get results and live your life to the fullest, this book is the answer. The human pursuit of success is never the problem. It’s our understanding of how life works that gets in the way of our natural capacity to create, thrive and prosper as individuals and as a society. In a clear, engaging and practical way, Jamie lays out a crucial road map that will show you how getting results is far easier than you realize. Highly recommended.” – Chantal Burns,

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No. 1 bestselling author of Instant Motivation “Results: Think Less, Achieve More is total wisdom power. Understanding what Jamie Smart presents will allow you the insights and realizations that awaken your innate ability to create truly transformative results.” – Mark Howard, PhD, Three Principles Institute “Results: Think Less, Achieve More points you to the blueprint of where success truly comes from. This book will guide you to the source of life-changing insights. Well done, Jamie!” – Catherine Casey, M.A. Clinical Psychology, Principle Based Consultant “Results is an insightful and impactful book that flies in the face of the all too common shallow

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and ineffective self-help advice.

This book has the potential to make a significant positive impact on your life.” - Simon Hazeldine, bestselling author of Neuro-Sell “In this compelling book, Jamie Smart demystifies what underlies true transformation and your ability to get results in any aspect of your personal and professional life. Put on your seat belt and be prepared to have your conventional way of seeing the world be rocked, while simultaneously being introduced to an exciting new way of perceiving yourself and your world!” – Dicken Bettinger, Ed.D., retired psychologist, global seminar leader, founder of 3 Principles Mentoring, and co-author of Coming Home

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“The power of a clear mind is pretty much universally understood when it comes to stillness, tranquillity and happiness. Yet almost never is it linked to achievement, excellence and consistent results. Until now. In this profound book, Jamie Smart walks us through the extraordinary (and innate) process of experiencing a shift of consciousness or change of heart, first. Then cultivating the outcomes of our dreams becomes as simple as one, two, three.” – Garrett Kramer, founder of Inner Sports and author of Stillpower and The Path of No Resistance

Are you struggling with getting things done? Are your efforts really in line with your personal goals and



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priorities? Have you ever considered doing less to achieve more and get things done the right way? If you are reading this page, chances are that you are unhappy with the way your life goes and that you are looking for motivational books to provide you with ways to increase your productivity. But first, what do you mean by 'achieve more'? What do you mean by 'being more productive'? What type of goals are you setting for yourself? In reality, chances are that your daily work, your personal organization skills and your time management skills are part of the problem. With this book you will learn:- What productivity is about!- How to set your own goals!- How to

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re-think and optimize your routine!-  
How YOU can achieve more while  
working less! The big picture on  
how to get things done The goal  
when rethinking your productivity  
habits and trying to get things done  
more efficiently is to save time for  
yourself so you can spend time with  
your loved ones, on personal  
projects, or so you can run a side  
business! Being more productive is  
about reaching more focused  
results with fewer efforts, to save  
you time to do other things to your  
liking. It's a real prioritization and  
time management thing: give up on  
unconstructive procrastination and  
take 30 minutes to rethink your  
goals, your personal organization  
and help yourself! A specially

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drafted motivational book for men and women Let's face it, there are tons of motivational books on the market, including a large variety of books on how to be more productive. The problem is twofold, however. One, most people never finish the motivational books they buy!. Two, few people take the time to think and reflect on what they read. For this very reason, **Productivity: Save Time & Get Things Done** has been designed as a short 30-to-45-minute self-help, time management hacks and life hacks book focusing on how to set goals to increase your productivity and be more efficient while ensuring that you save time for yourself in your day-to-day life.

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Going straight to the point, this book will provide you with the key goal setting points you need to focus on in order to make the most of your personal organization skills. It will give you some tips on how to re-balance your routine to save time for yourself. It will give you an opportunity to think about why you want to be more productive, about what you intend to do with your extra time, and will give you tips on how to set goals that matter to YOU. It will help you put your finger on what is important in your life and, ultimately, will help you identify and reinforce your motivation so that your efforts yield the greatest results possible over time. New: The updated edition of this book

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also contains a series of questions to help you think about your productivity methods and make the most of each chapter In sum? A quick read for better time management, improved productivity and more satisfying results! TAKE ACTION NOW! Get 'Productivity: Save Time & Get Things Done' and use the next 30 to 45 minutes to learn how to be more productive, how to be more efficient, how save time for yourself while ensuring that you are getting things done the way you want!-----

About The 30' Series The 30' Series books are motivational books for men and women written with the aim of solving important productivity, time management,

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personal organization skills and goal setting problems that every single person faces one day or another, sooner or later. Only, most people do not seek to address those problems. You are apparently on the way to solving one problem, congratulations! This book aims at giving you simple solutions and action plans that can be used immediately after a quick and productive

Aim Higher, Get More Motivated,  
and Accomplish Big Things

Think Smart, Act Smart

Dancing on the Glass Ceiling

35 Surprisingly Simple Ways to

Success, Fulfillment and Happiness

The Productive Leader

Stretch

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Overview of the Results of the  
Uruguay Round