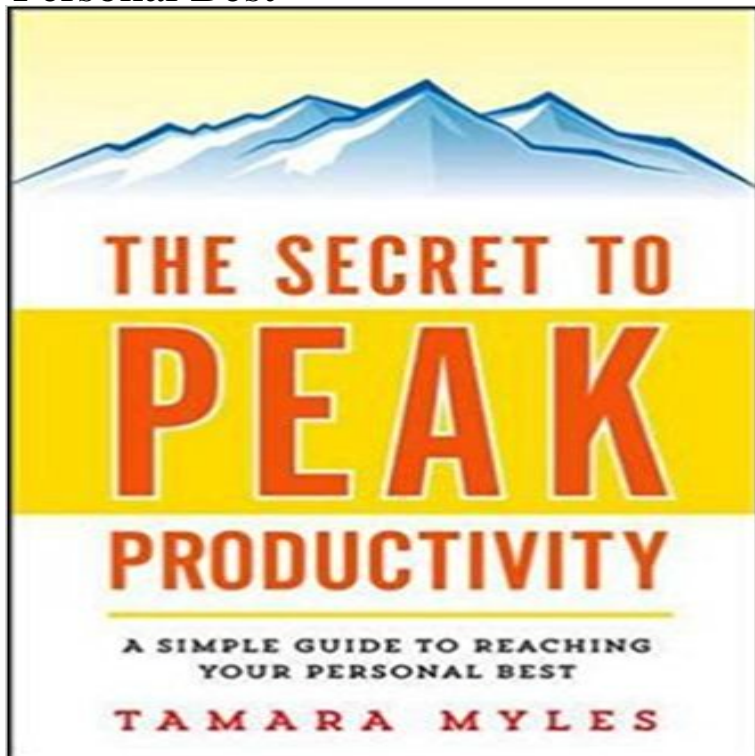


The Secret to Peak Productivity: A Simple Guide to Reaching Your Personal Best



In this constantly-connected, do-more-with-less world, being able to increase your productivity is a real advantage. Certified Professional Organizer (CPO) and productivity expert Tamara Myles has developed a simple model—the Productivity Pyramid—which provides an actionable framework for anyone to achieve better results. Based on a sequence of steps leading to peak performance, the authors easily adaptable system consists of five levels: Physical Organization: from decluttering to filing-fool-proof strategies for handling incoming papers and ensuring information remains accessible Electronic Organization: from dealing with email to electronic file management options such as cloud computing Time Management: mastering the three Ps—Plan, Prioritize, and Perform Activity-Goal Alignment: breaking objectives into specific, relevant, and measurable daily tasks Possibility: identifying new life and business goals that will help you reach your greatest potential

Since no single solution will work for everyone, *The Secret to Peak Productivity* helps you tailor your own personal plan. First, a quick assessment determines your strengths and weaknesses and pinpoints where to focus for immediate results. Then, as you reach each productivity level, you will find a range of potential strategies allowing you to choose the ones that are right for you for truly remarkable results.

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window.ue_csm.cel_widgets = [ { id: detail-bullets }, { id: featurebullets_feature_div }, { id: summaryContainer }, { s: #revMHRL > DIV , id_gen: function(elem, index) { return custRev + (index + 1); } }, { id: sims_fbt }, { id: purchase-sims-feature }, { id: session-sims-feature }, { id: quickPromoBucketContent }, { id: productDescription }, { id: technicalSpecifications_feature_div }, { id: prodDetails }, { id: related_ads }, {
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product-ads-feedback_feature_div } , { id:
DAcrt } , { id: vtpsims } , { c: celwidget
} , { id: fallbacksessionShvl } , { id: rhf
} , { id: unifiedLocationPopoverSelections
} ]; (function(a){var
b=document.ue_backdetect;b&&b.ue_back
&&a.ue&&(a.ue.bfini=b.ue_back.value);a.
uet&&a.uet(be);a.onLdEnd&&(window.ad
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&window.attachEvent(onload,a.onLdEnd))
;a.ueh&&a.ueh(0,window,load,a.onLd,1);a.
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(b[0]):a.ue.tag(nofls)))(ue_csm); var
ue_pty=Detail, ue_spty=Glance,
ue_pti=0814433855; v
(function(g,h){function d(a,d){var
b={};if(!e !f)try{var
c=h.sessionStorage;c?a&&(undefined!==(ty
peof
d?c.setItem(a,d):b.val=c.getItem(a)):f=1}ca
tch(g){e=1}e&&(b.e=1);return b}var
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a=a.val,a (a=b.oid
NI,d(csmtid,a)),c=d(b.oid),c.e (c.val=c.val
0,d(b.oid,c.val+1)),b.ssw=d);b.tabid=a})(u
e_csm,window); (function(b,c){var
a=c.images;a&&a.length&&b.ue.count(tot
alImages,a.length))(ue_csm,document);
(function(m,h){function I(a){if(a)return
a.replace(/\\/s+ //s+$/g,)}function
x(a,e){if(!a)return{ };a.m&&a.m[k]&&(a=a
.m);var b=e.m e[k]
,b=a.m&&a.m[k]?b+a.m[k]:a.m&&a.m.tar
get&&a.m.target.tagName?b+(Error
handler invoked by +a.m.target.tagName+
tag):a.m?b+a.m:a[k]?b+a[k]:b+Unknown
error,b={ m:b,f:a.f a.sourceURL
a.fileName a.filename
a.m&&a.m.target&&a.m.target.src,l:a.l
a.line a.lineno
a.lineNumber,c:a.c?a.c:a.c.s:[],t:m.ue.d(),
name:a.name,type:a.type,csm:J+
+(a.fromOnError?onerror:
ueLogError)},d,c,g=0,f=0,n;c=h.location;d
```

```

=a.stack (a.err?a.err.stack:);b[y]=e[y]
c&&c.href missing;b[p]=e[p]
z;(c=e[q])&&(b[q]=+c);m.ue_ld_err&&h.p
erformance&&h.performance.timing&&(c
=h.performance.timing,f=window.performa
nce&&window.performance.now&&windo
w.performance.timing?window.performanc
e.now()+window.performance.timing.navig
ationStart:+new
Date,b.ld=0l.mxe))){l.ec++;l.ter.push(a);e=e
{};var b=a[p] e[p];e[p]=b;e[q]=a[q]
e[q];b&&b!=z l.ecf++;w(a, e)}}function
w(a,e){if(a){var b=x(a,e),d=e.channel
M;if(ue.log.isStub&&h[u]&&h[u][v]){var
c={};c[d]=b;try{var
g=h[u][v]({rid:ue.rid,sid:m.ue_sid,mid:m.u
e_mid,sn:m.ue_sn,reqs:[c]}),f=h1,n;if(n!=(
f[D]&&f[D](E,g))){var l;if(h[F]){var
k=new
h[F];k.onerror=s;k.ontimeout=s;k.onprogre
ss=s;k.onload=s;k.timeout=0;l=k}else{var
p;if(h[G]){var q=new
h[G];p=withCredentialsin q?q:void 0}else
p=void
0;l=p)n=1;if(d=n){d.open(POST,E,!0);if(d
[H])d[H](Content-type,text/plain);d.send(g
)}}catch(r){}}else m.ue.log(b,
d,{nb:1});if(!a.fromOnError){g=h.console
{};d=g.error g.log s;c=h[u];f=Error
logged with the Track&Report JS errors
API(http://tiny/1covqr6l8/wamazindeClieU
serJava):
;if(c&&c[v])try{f+=c[v](b)}catch(t){f+=no
info provided; converting to string
failed}else f+=b.m;d.apply(g,[f,b])}}var
G=XMLHttpRequest,F=XDomainRequest,
N=navigator,D=sendBeacon,v=stringify,u=
JSON,p=logLevel,q=attribution,y=pageUR
L,r=skipTrace,H=setRequestHeader,k=mes
sage,s=function(){},E=//+m.ue_furl+
/1/batch/1/OE/,l=m.ue_err,M=m.ue_err_ch
an
jserr,z=FATAL,J=v6,A=20,t=256,L=RegE
xp( (?([^\s]*):( d+): d+ )?.split(
).join(String.fromCharCode(92))),K=/.*@(
.*):(//d*);x[r]=1;C[r]=1;w[r]=1;(function()
{for(var a,e=0;e (function(c,d){var
b=c.ue,a=d.navigator;b&&b.tag&&a&&(a
=a.connection a.mozConnection
a.webkitConnection)&&a.type&&b.tag(net
Info:+a.type)})(ue_csm>window);

```

```
(function(c,d){function g(a,b){for(var c=[],d=0;d
ue_csm.ue.exec(function(d,e,a){function
b(a,b){return{name:a,getFeatureValue:func
tion(){return void 0!==(b 0)}}}function
h(a,b,c){return{name:a,getFeatureValue:fu
nction(){return b===c 0}}}}function
g(a,b){return{name:a,getFeatureValue:func
tion(){for(var a=0;a ue._bf.modules.push(
ue._bf.mpm(cc_ie5, 1) )
ue._bf.modules.push( ue._bf.mpm(cc_ie6,
1) ) ue._bf.modules.push(
ue._bf.mpm(cc_ie7, 1) )
ue._bf.modules.push( ue._bf.mpm(cc_ie8,
1) ) ue._bf.modules.push(
ue._bf.mpm(cc_ie9, 1) )
(function(g,b,h){function c(){var
a;a=h.cookie.match(/session-id=([/w//-]+)/
);a=null!==(a?a[1]:null);var
b=ue_sid,c=Date.now?Date.now():(new
Date).getTime();d[a]
(e.log({k:k,t:c,nsid:a,osid:b},f),d[a]=1)}var
k=sbk,f=csm;b=b.navigator.cookieEnabled
?!0:!1;var
e=g.ue,d={};e.log({k:conf,enbl:b},f);b&&u
e_sid&&(d[ue_sid]=1,e.attach(beforeunloa
d,c),setInterval(c,1E3)))(ue_csm>window,
document);
ue_csm.ue.exec(function(e,f){var a=e.ue
{};b=a._wlo,d;if(a.ssw){d=a.ssw(CSM_pre
viousURL).val;var
c=f.location,b=b?b:c&&c.href?c.href.split(
#)[0]:void 0;c=(b
)===a.ssw(CSM_previousURL).val;!c&&
b&&a.ssw(CSM_previousURL,b);d=c?relo
ad:d?intrapage-transition:first-view}else
d=unknown;a_nt=d},NavTypeModule)(ue
_csm>window);
var
ue_mbl=ue_csm.ue.exec(function(e,a){fun
ction k(f){b=f
{};a.AMZNPerformance=b;b.transition=b.t
ransition {};b.timing=b.timing
{};if((f=a.webclient&&function===typeof
webclient.getRealClickTime?a.cordova&&
a.cordova.platformId&&ios===cordova.plat
formId?!1:!0)!&&b.tags instanceof
Array){var
c;c=-1!=b.tags.indexOf(usesAppStartTime)
b.transition.type?!b.transition.type&&-1
```

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