



**Personal Productivity Secrets: Do what you never
thought possible with your time and attention...
and regain control of your life**

Maura Nevel Thomas

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Learn tried-and-tested methods for optimal personal productivity!

Ever find yourself more than a bit overwhelmed by the constant influx of e-mail and reminders as well as the ever-present calendars, to-do lists, miscellaneous paper, and sticky notes? Add to that, myriad devices that were originally intended to make us more efficient, but in reality, only end up forcing us to juggle even more. Our brains aren't wired for all this, but we can *learn* to be productive. *Personal Productivity Secrets* gives you everything you need to know to be organized, in control, and to get things done:

- Understand
how your brain absorbs, organizes, and filters the daily deluge of information, and learn to trick your brain into being more productive
- Appreciate
the difference between "Time Management" and "Attention Management" and create workflow processes that help you defend your attention
- Create
a plan for navigating endless technology options, and implement tools that will keep you productive, focused and in control

Personal Productivity Secrets

is half business book, making the case for why attention management is more important than time management. It's also half handbook, providing a step-by-step guide to a proven workflow management system for peak productivity and attention management, along with instructions on how to apply that methodology to the technology you're already using. It reveals updated and vital information for controlling your attention, achieving your significant results, and being as productive as you can be in a fast-paced, technology-driven society.

Reader resources are available at personal-productivity-secrets.com.

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