

Top 5 ideas from top 5 books on Productivity

- <http://www.business2community.com/infographics/7-must-elements-great-blog-post-infographic-0973010>

Effective Executive - Peter Drucker

- Concentration

- Concentrating on One thing for an extended period of time & Only One thing at a time
- The more one can concentrate time, effort, and resources, the greater the number and diversity of tasks one can actually perform.
- This is the “secret” of those people who “do so many things” and apparently so many difficult things.

Eat that Frog - Brian Tracy

- Eat the biggest, ugliest frog at the beginning of the day
 - Attack your most important task the 1st thing in the morning
 - Don't get distracted by other, easier things

18 minutes – Peter Bregman

- 18 minutes Ritual
 - 5 Minutes Planning in the morning
 - 5 Minutes Review of the day in the evening
 - 8 Minutes of Refocus time – 1 minute for every working hour for 8 hours

Time Management for Entrepreneurs - Dan Kennedy

- How much is your hour worth? Your \$/hr
 - Your \$/hr = Expected Annual Income / Total Working Hours available
 - Every hour is critical
 - Every hour is money – either being invested or spent
 - Delegate low \$/hr tasks and focus on high \$/hr tasks

Time Warrior – Steve Chandler

- Become a time warrior
 - You must pull out your sword to carve out uninterrupted blocks of time ahead of time.
 - Create your day – and defend it from the world's demands on you