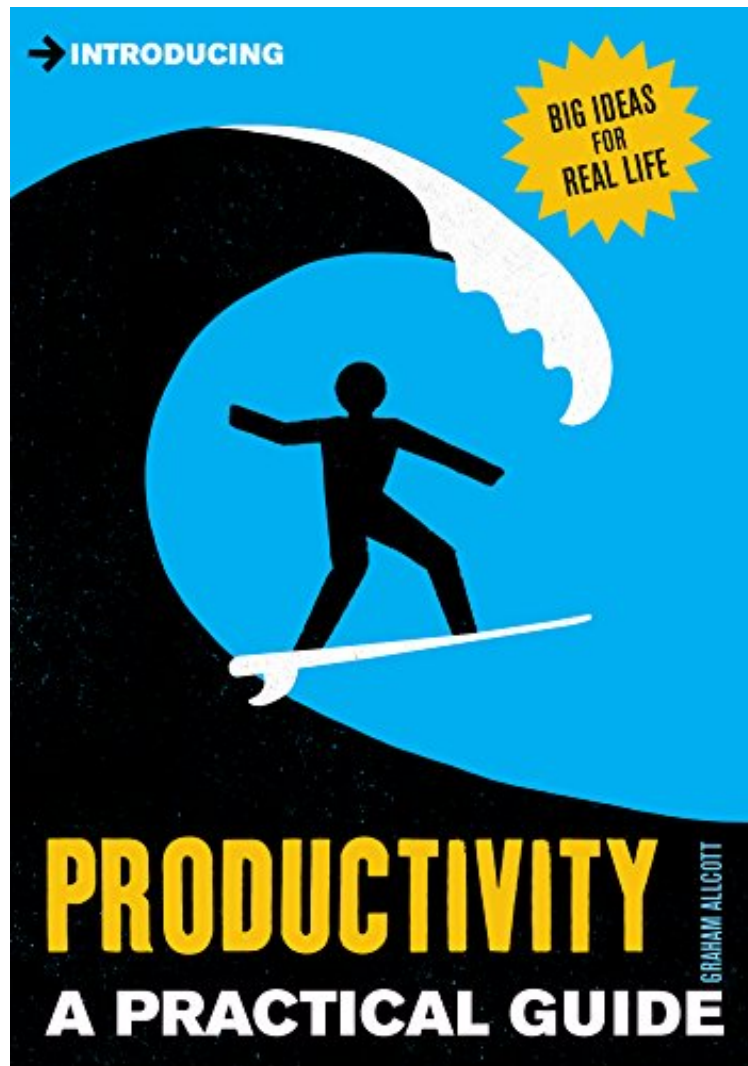


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## Introducing Productivity: A Practical Guide (Introducing...)

Graham Allcott

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Introducing Productivity ndash; by Graham Allcott of Think Productive, and the author of How to be a Productivity Ninja ndash; reveals, using simple tips, advice and real-life examples, how to get more done and manage your time effectively. Whether you are overwhelmed by your to-do list or just get stressed looking at your full inbox, it will help you to think ndash; and act ndash; more productively.AVOID UNNECESSARY MEETINGS to maximise your

timeSTOP PROCRASTINATING and eradicate stressCLEAR OUT YOUR INBOX and take back controlIMPROVE YOUR WORKFLOW and love your job again

About the AuthorGraham Allcott is a productivity trainer, social entrepreneur and founder of Think Productive. Think Productive run public workshops throughout the UK and also run in-house workshops for staff at a diverse range of organizations, including the Cabinet Office (UK government), The National Trust, eBay, Heineken, BT, GlaxoSmithKline and the University of Bristol. Prior to founding Think Productive, Graham's career has been primarily focused on social action. He ran community volunteering projects for the University of Birmingham before becoming Chief Executive of the charity Student Volunteering England, and has since worked on a number of social enterprise and charity projects. He is also the author of How to Be a Productivity Ninja (Icon Books, 2014). Graham lives in Brighton, UK.