



# **100% Focused and Organized (2in1): 50 Great Ways To Improve Your Focus And Concentration And Become More Organized And Effective (How To Be 100% Book 8)**

*John Morgan*

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## **2 BOOKS IN 1!!!**

### **Read 100% Focused**

### **And Learn How To...**

- Be Aware of How Your Mind Works
- Set Your Priorities and Create a Schedule
- Prepare Your Working Environment
- Prepare Your Response Toward Distractions
- Do One Task at a Time
- Finish the Current Task Before Moving To Another One
- The Mind Sprint Exercise
- Task Narration Exercise
- Improve Your Attention Span
- Alternate Difficult Tasks with Easy Ones
- Take Breaks Strategically In Your Working Hours
- Get Enough Hours of Sleep at Night
- Meditate Regularly
- Improve Your Self-Discipline by Creating Beneficial Habits
- Divide Large Tasks into Smaller Tasks
- Stop Bad Habits One at a Time
- Declare Your Dreams and Life Goals
- Use Your Working Momentum Wisely
- Manage Your Energy
- Reward Yourself for Accomplishing an Important task
- Use Gamification to Improve Your Focus
- Improve Your Brain's Circulation
- Maintain Correct Posture

- And Much Much More

## **Read 100% Organized**

### **And Learn How To...**

- Keep a List
- Focus on One Thing at a Time
- Finish What You Can Now
- Learn to Say No
- Designate a Place or Space for Everything
- Simplify
- Put Away Things Not Used
- Sync Schedules across Gadgets
- Use Color Codes
- Have a Sense of Priority
- Minimize Owned Stuff
- Learn to Delegate Tasks
- Reclaim Control of Your Life
- Consider Murphy's Law
- Write it Down
- Sort it Out at the Source
- Use Multi-Use Products
- Use "Wasted" Time Wisely
- Process your Emails Daily
- Reap the Benefits of Online Banking
- Stop Buying Objects, Start Collecting Experiences
- Stop being Sentimental about Objects
- Monitor Your Progress Regularly
- And Much Much More

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#### **Eva Stanfield:**

A lot of people always spent their particular free time to vacation or perhaps go to the outside with them family or their friend. Do you realize? Many a lot of people spent they free time just watching TV, as well as playing video games all day long. If you wish to try to find a new activity here is look different you can read any book. It is really fun for you personally. If you enjoy the book that you just read you can spent all day every day to reading a publication. The book 100% Focused and Organized (2in1): 50 Great Ways To Improve Your Focus And Concentration And Become More Organized And Effective (How To Be 100% Book 8) it is quite good to read. There are a lot of people who recommended this book. These people were enjoying reading this book. Should you did not have enough space to bring this book you can buy the e-book. You can m0ore quickly to read this book out of your smart phone. The price is not to cover but this book has high quality.

#### **Scott Roche:**

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#### **Keri Lo:**

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**Joy Becker:**

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