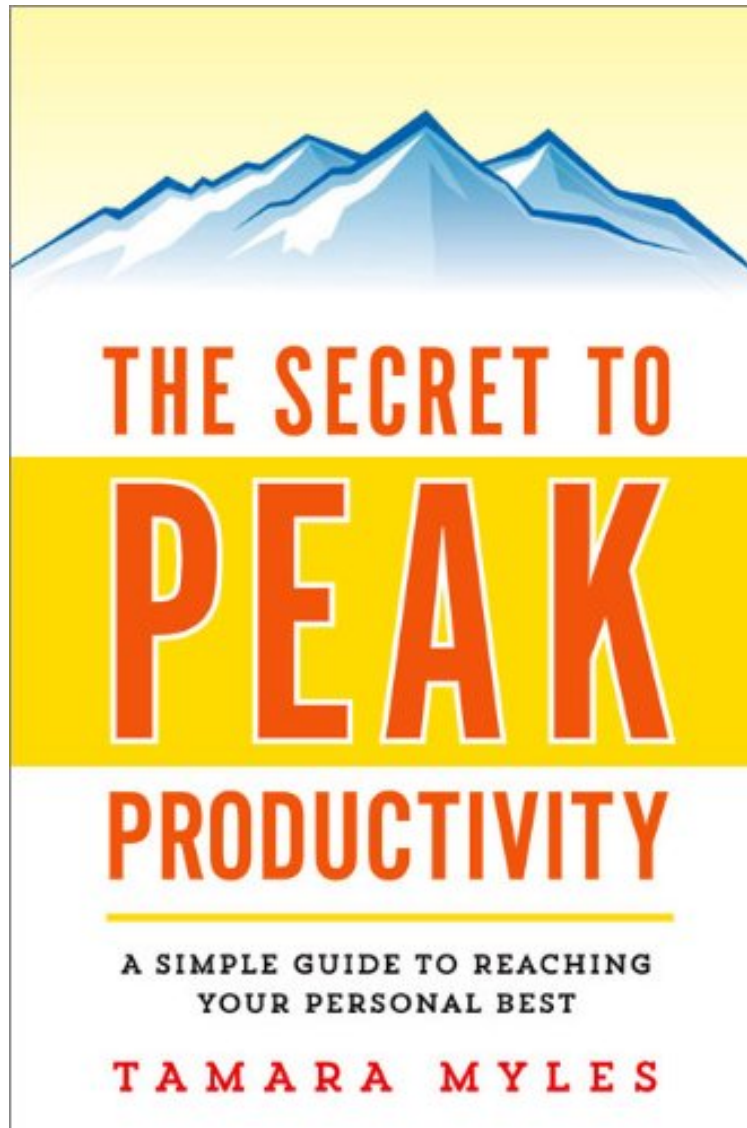


The Secret to Peak Productivity: A Simple Guide to Reaching Your Personal Best

Tamara Myles

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In this constantly-connected, do-more-with-less world, being able to increase your productivity is a real advantage. Certified Professional Organizer (CPOreg;) 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 author's easily adaptable system consists of five levels: • Physical Organization: from decluttering to 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 P's—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.

"This practical and empowering book will be immeasurably helpful to readers who need a manageable way to gain control of their time." --Publishers Weekly "As you reach each productivity level, you'll find a range of potential strategies—allowing you to choose ones that are right for you for truly remarkable results." --New Equipment Digest "Secret to Peak Productivity presents a set of tools for eliminating physical, electronic, and mental clutter—the beauty of Myles' book is that it can help anyone." --RetailerNOW From the Back Cover [A] very worthwhile read. Myles encourages and educates with well thought out options. The Peak Productivity Pyramid is a tool I'll use to fast-track my clients to what I know will be great results." — Standolyn Robertson, CPOreg;; Past President of the National Association of Professional Organizers "This book had me and my productivity problems pegged in the very first chapter assessment! I've been blessed with a fast-growing business, but that success comes with continual challenges to priorities, focus, time management, and organization. What I learned and implemented within hours of reading this book has moved the needle on daily outputs for me and my staff!" — Margaret M. Lynch, speaker, coach, author of *Tapping Into Wealth* Has your e-mail in-box overwhelmed you? Are you losing the battle against clutter? Are important items on your To-Do list not getting done? Do you ever envision achieving your business and life goals as soon as you get control of your life? You're not alone. But it doesn't have to be this way . . . In *The Secret to Peak Productivity*, productivity expert Tamara Myles gives you invaluable tools and strategies that will enable you to take control of your life and achieve your goals. You'll learn how to break down all of your objectives into specific, relevant, and measurable daily tasks; master the three P's of time management; establish an electronic organization system that works for you; and much more. Using a simple model—the Peak Productivity Pyramid—this book will enable you to assess your own productivity strengths and weaknesses based on your business and your own personal style. You'll then discover how to tailor your own personal plan, enhancing your productivity around five levels: Physical Organization, Electronic Organization, Time Management, Activity-Goal Alignment, and finally, Possibility, in which you will identify new life and business goals that will help you reach your greatest potential. In our hyperconnected, do-more-with-less world, increasing your productivity will be a big advantage! This book—packed with powerful tools and proven techniques—will give you the edge you need to more easily accomplish what's most important to you. TAMARA MYLES is a Certified Professional Organizer (CPOreg;) and productivity consultant for individuals and corporate clients. About the Author TAMARA MYLES is a Certified Professional Organizer (CPOreg;) and productivity consultant for individuals and corporate clients.