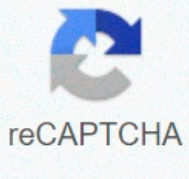




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Brian Tracy how to master your time pdf

This is another classic from Brian Tracy called Master Time Master Life. Brian mentions that stop continuously and ask, what is the type of use of the most appropriate time for this situation. This book is completely based on time management. Planning planning and goals for setting the goal - Brian Tracy mentions that the single largest waste of time comes off without clear and specific objectives. The key differentiation on rich people is about 85% of time spending time on a great goal and works all the time. These are the people who have goals and plans on how to run it. Having an impact of the goals written with 10% of greater success than those who do not write their goals, the first major activity is to discover your skills and work on the vision you have been put on this land. Find the things you like to do and put the whole effort to become absolutely fantastic in that intentional strategic planning do these questions to you to create a plan for yourself where I am now in my life? A, how did I do the place where today? Where do I want to go in the future? How can I get where I'm where I want? Having clarity is more important. Brian mentions that 95% of success depends on the clarity. A / B method of acting. In this method, we divide the activities into two categories A & B. A are all the activities that lead to you towards the completion of the objectives and B are all those activities that fail to reach your goal. He only starts doing those activities. The goal of getting formula will decide exactly what you want to put it to write on paper whenever you want it? Assign a deadline in your paper. Think of all the activities you can do to reach it and organize it in sequence. Start acting on your plan. Simply do something from every day that moves to your pre-fold time "becoming more done, according to the book" Never check the e-mail in the morning A »A check for adults on a day about 145 times in a day. The psychological reason at the base of this is every time we send or receive or receive a mail body released a small quantity of dopamine that gives a slight sense of pleasure. According to today's history of the United States, people become mentally fatigued to respond regularly at the mail. At the end of the day there is a finger of 10 IQ points and make decisions become difficult in the last part of the day. Brian suggests that the specific time should be assigned a day to check and respond to the mails. tools to improve productivity sign up for news matches on the home page and get these tools for free. priority settings, use the 80/20 method to set up The priorities completes work, the principle affirms that about 20 percent of the work contributes 80% of the results. Application of the insertion method on the consequence of not completing the activity. Bigger is the potential consequence higher than the impact. Start the labeling activity according to the consequence - you have to do, has a serious impact "B- you should do, but it has a slight impact - something beautiful does not consequently- delegate the task of Threesome, to increase the productivity we should Ask ourselves 3 questions that form the law of three. What activity should I do all day that add maximum value to my work? If I could do two things on the list, what would be the second activity that adds value to my work? I could do Three things all day which would be my third activity in the list. The income improvement time is Brian mention that the most precious financial resource is our profitability. I am the money that people will pay you to get the Results. Gain ability is like a good that Or deprecates over time if not trained. Gary Becker The noble winner of the premium mentions that A € ä, ~ "We do not have an income gap but an ability gap in our society. The prizes of life depend on the value of the service to others And to the ability to contribute to the company. A, A «If you want to take more, you have to put more in" if you want to get more and more better results must develop better and new abilities that allow you to do more greater To your company. The evaluation of the evaluation of our skills is important to understand the competences and fundamental skills. Evaluate which important and precious job you do. Find out what skill will help you more to double your income. Creating a learning program for learning, create a space at your home and set a program for a certain period every day. Learning new subjects activate more than your brainpower and makes you smarter. Fare time A € what you do with leisure time can do all the difference between success and failure. Every industry is 20% of people who earn about 80% of money in the industry. Try to understand what 20% of the industries do and start doing the same. If you continue to improve, increasing the productivity, performance and income of 11% to the year. Work time A € Brian mentions that the meeting if it has not been done correctly is one of the ties tools at work. The time aggravated over time elapsed for the societies of the period loses on the million due to the loss of productivity. But the planned meeting properly can be an effective way to work. Work all the time you work, solve today to minimize or eliminate the times that don't contribute anything to your working life. Questions to conduct an effective meeting. Ask if the meeting is necessary to create an agenda and but each topic must be covered, starting and stop in time no exception, cover the most important topics first summarizes each responsibility and specific expiry for the adherent activity and Circulate the types of people you spend your time with determines your future. Brian suggests a very good formula for this QR X QR = PSA € QR XX QR = PSA € QR = Quality of the relationship relationship ... quantity of the relationship PS = Personal BestQuote by Micheal Montaigne family Time requires quality time A € A, ~ "Long uninterrupted traits in which the most happy and most important moments of your life takes place. The main reason to succeed in your career is to enjoy higher standards with people who are important to you. But allowing life. To get out of equilibrium is an important source of stress and felicity. When communicating it is important to give the most important for the person in front of speaking. To be effective in communication: always listening to carefully, pause before answering and asking a question for clarifications . This book still puts a stimulating intuition to try to associate with negative people thinking that it will benefit from their association but this result will never happen. Brian tells us Ask us the question of what benefits we received so far from being in combination with these negative people. If you want to change changing those negative associations from this minute for the rest of life. Rest time of relaxation The quality of life depends largely on our thought. The most valuable asset you bring to your business and your career is rested time to think. Most people think it's fully rested or not, it doesn't matter. Quote from Vincent Lombardy numerous studies show that after 8 hours of thinking of 8 hours he began to decline and after 10 hours work at 50% of his ability. Brian says the brain is like a battery. The weather should be defined to recharge the brain by resting properly. When making a critical decision, always take time and sleep on it. Sleep helps to extract mental digestion and helps make better decisions when resting. It takes more discipline to stop working than you don't work. If you don't stop the seven days of work. Then you go into the work trap most of the time. The real key to success and Performance is to disconnect completely from a long period of time. People position a high award to recharge their batteries by taking the holidays. During the holidays, they explore opportunities and possibilities for their business. The best people in our society are almost 70% of sleep. This builds a a A deficit of a two-hour per day and by the end of the week, individuals feel more and more tired. This causes eating or extra suction or an extra caffeine because the body needs more energy to work for long-term practice to work longer and longer, it translates into loss of interest in work. The only way to be productive is pull the plug from busy work and relax at regular intervals. If you are going through an emotionally draining situation, make sure you get a good amount of sleep or engage in physical activity. Directs to make a holiday in a year, decompress me and disciplined not to work on this holiday up to very important. This will help improve and work sustainably for a longer long loss period. Brian shows us as apart from living life regularly how to make the most of time we have. The time should be properly managed and used for planning to rest. When we take time to reply, we make better results. Online, time management is an ability that can improve all the walks of our lives. It must take regular intervals interrupts from work to better work. When the management of time is over work you can really live life at most. The recommended books are advised to defix to make time for other activities apart from their work. A person who wants to understand the importance of taking breaks from work and his impact. Icore A € ä, ~ "8/10 if you want to read more from Brian Tracy or the management of time management brian tracy how to master your time pdf

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