

Be More Productive While Working Less

Meet Our Guest



Stever Robbins is a recognized time management expert and executive coach. A graduate of Harvard Business School and MIT, Robbins' newest book is [Get-It-Done Guy's 9 Steps to Work Less and Do More](#).

Robbins is creator of the popular Get-It-Done podcast, the number-one download in the business category on iTunes and which continues in the top 10 downloads for the past three years.

Your Hosts



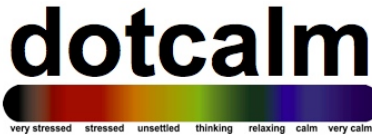
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Agenda / Topics

1. RECAP: What are the nine steps to Working Less and Doing More?

2. How do you define productivity?

3. What are the most common ways people make themselves non-productive?

4. What are the different kinds of focus and why does it matter?

5. How can we set goals to be more productive?

6. How can we make best use of our time if we are in business for ourselves?

7. How does having strong relationships save time, energy and effort?

8. What are your time-saving methods of "Optimize" and "Leverage"?

Links

Work Less and Do More at <http://www.steverobbinsbook.com> – A playful yet serious guide to creating a more productive life via nine steps.

Download Chapters 1 & 2 at <http://www.steverobbins.com/the-book/>

Stever Robbins Blog at <http://www.steverobbins.com/blog/>

Quick and Dirty Tips to Work Less and Do More at <http://getitdone.quickanddirtytips.com> – Listen to a short audio or read about "How to" tips such as "How to Manage Multiple Projects", "How to Memorize Quickly", and "How to Enforce Deadlines".

Stever Robbins on Twitter at <http://twitter.com/getitdoneguy>



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