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More Done By Dan Muhlenkamp*

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*Off The Clock - Put Down the
Phone, Reflect Instead Lee
Mack's Joke Leaves John*

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~~Cleese In Near Tears | The
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39 — Laura Vanderkam on How
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Getting More Done Behind the
|"Seens|" with Laura
Vanderkam — |"Off The
Clock|" |"168 Hours|" and~~

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well recall a conversation
with an executive I hoped to
interview about her

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astonishing productivity. I began our call with an assurance that I would not take much of her time.

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Done.* "Laura Vanderkam
delivers a compelling and
evidence-based argument that

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busyness is overrated in our current culture. Living a full life, at work and at home, is about doing the right things well, and confidently missing out on everything else.”. –Cal Newport, author of Deep

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productive, but enjoyable in
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the world's leading experts
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Less Busy While Getting More Done
Laura Vanderkam "I well recall a conversation with an executive I hoped to interview about her astonishing productivity. I began our call with an assurance that I would not

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take much of her time.

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*This book - Off the Clock -
crystalizes all her earlier
writing into an easy-to-*

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follow (though sometimes counterintuitive) set of principles for making the most of your time. The author is a busy journalist, speaker, wife and mother of four, so I suppose it makes sense that she's figured out

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*the secret to feeling less
busy while getting more done
-- as the subtitle of this
book says.*

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crystalizes all her earlier writing into an easy-to-follow (though sometimes counterintuitive) set of principles for making the most of your time. The author is a busy journalist, speaker, wife and mother of

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four, so I suppose it makes sense that she's figured out the secret to feeling less busy while getting more done -- as the subtitle of this book says.

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*Conversation Starters A
Brief Look Inside: EVERY
GOOD BOOK CONTAINS A WORLD
FAR DEEPER than the surface
of its pages. The characters
and their world come alive,
and the characters and its
world still live on.*

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*Conversation Starters is
peppered with questions
designed to*

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*Busy While Getting More
Done. Feeling less busy
while getting more done
sounds too good to be true!
But, Laura Vanderkam
explains just how this could
be possible in her book Off
the Clock: Feel Less Busy*

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While Getting More Done.

While at first I was a bit surprised that someone would take the time to keep a spreadsheet of how all her time is spent, I realized quickly how important this detail really is, and what

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*valuable information it can
provide.*

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by ...

Probably because you feel beaten down by all the time you don't seem to have. In this book, Vanderkam reveals the seven counterintuitive principles the most time-free people have adopted.

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She teaches mindset shifts to help you feel calm on the busiest days and tools to help you get more done without feeling overwhelmed.

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recall a conversation with
an executive I hoped to
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began our call with an*

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take much of her time.*

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crystalizes all her earlier*

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-- as the subtitle of this
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author is a busy journalist,*

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take the time to keep a
spreadsheet of how all her
time is spent, I realized
quickly how important this*

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valuable information it can
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the seven counterintuitive
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