

# EXTREME PRODUCTIVITY

BOOST YOUR RESULTS,  
REDUCE YOUR HOURS



*Lessons on High Performance from  
a Highly Effective Executive*

## ROBERT C. POZEN

# Extreme Productivity Boost Your Results Reduce Your Hours

**Daniel F McAuley**



## **Extreme Productivity Boost Your Results Reduce Your Hours:**

**Extreme Productivity** ,2017      **Extreme Productivity** Robert C. Pozen,2012-10-02 Required reading for professionals and aspiring professionals of all levels Shirley Ann Jackson President of Rensselaer Polytechnic Institute and Former Chairman of U S Nuclear Regulatory Commission Robert C Pozen one of the business world s most successful and productive executives reveals the surprising secrets to workplace productivity and high performance It s far too easy for working professionals to become overwhelmed by a pile of time sensitive projects a backlog of emails and endless meetings In order to be truly productive they must make a critical shift in mindset from hours worked to results produced With Extreme Productivity Pozen explains how individuals can maximize their time and energy by determining and focusing on their highest priorities He also provides a toolkit of practical tips and techniques to help professionals at all stages of their careers maximize their time at work This essential handbook empowers every person with proven methods for prioritizing their time to achieve high impact results and refine their career goals for long term success all while leading a full and meaningful personal life as well      **Extreme Productivity: a Summary of Robert C. Pozen's Book Boost Your Results, Reduce Your Hours**

Shortcut Summaries Books Staff,2012-12-13 Another in its Bestselling Summary Series Shortcut Summaries presents a summary of Extreme Productivity by Robert Pozen In his book Robert Pozen senior fellow at the Brookings Institution and a senior lecturer at the prestigious Harvard Business School gives real world easy to follow guidelines for increasing professional and personal productivity These guidelines are based on Pozen s own experiences in the corporate world While written mainly for the current or aspiring professional Pozen s book is applicable to virtually anybody at any stage in life from the high school student to the retiree These are not magic bullets rather concrete methods intended to become lifelong habits Increased productivity allows us to lead more balanced efficient and relaxed lives which translates into a better quality of life at any stage      [Summary of Extreme Productivity - \[Review Keypoints and Take-aways\]](#) PenZen Summaries,2022-11-27 The summary of Extreme Productivity Boost Your Results Reduce Your Hours presented here include a short review of the book at the start followed by quick overview of main points and a list of important take aways at the end of the summary The Summary of Extreme Productivity is a guide that will teach you how to increase your productivity by better managing your time and exerting expert control over the range of your work and the requirements for it These ideas will show you how to organise important tasks in terms of priority put an end to procrastination and become more productive in general Extreme Productivity summary includes the key points and important takeaways from the book Extreme Productivity by Robert C Pozen Disclaimer 1 This summary is meant to preview and not to substitute the original book 2 We recommend for in depth study purchase the excellent original book 3 In this summary key points are rewritten and recreated and no part text is directly taken or copied from original book 4 If original author publisher wants us to remove this summary please contact us at support mocktime com      *Summary of Robert Pozen's Extreme Productivity by Milkyway Media*

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