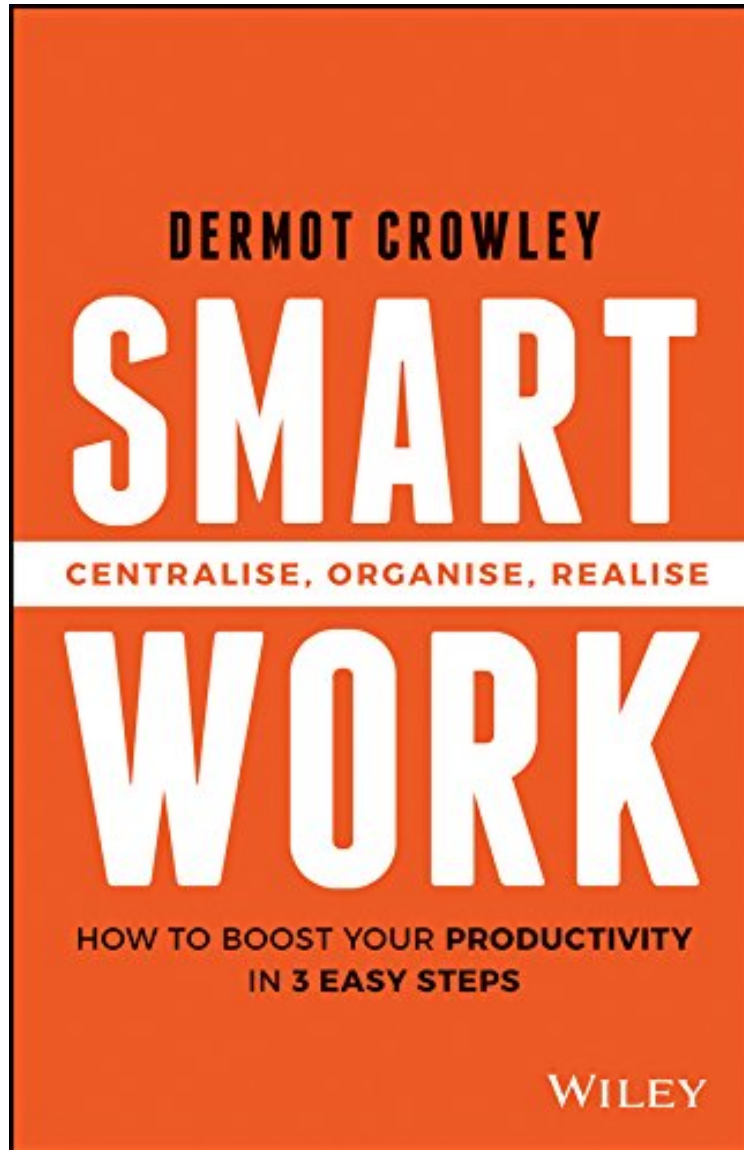


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Smart Work: Centralise, Organise, Realise

Dermot Crowley

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Organise your way to renewed focus and calm Smart Work is the busy professional's guide to getting organised in the digital workplace. Are you drowning in constant emails, phone calls, paperwork, interruptions and meeting actions? This book throws you a lifeline by showing you how to take advantage of your digital tools to reprioritise, refocus and get back to doing the important work. You may already have the latest technology, but if you're still swamped, you're not using it to your advantage. This useful guide shows you how to leverage the technology you have to centralise your work into one integrated tool. You'll develop a simple and sustainable productivity system to organise your actions, manage your inputs and achieve your outcomes. The highly visual nature of the book helps you quickly grasp the ideas you need most. Like most professionals, you want to do great work and achieve great things. But when half your day is spent on emails, phone calls and 'extra' duties, you rarely get a chance to shine. This book changes that. Get back in control so you can start performing like a star. Get organised, focused and proactive Conquer the daily incoming deluge Spend more time on important work Leverage your desktop and mobile technology When work is coming at you from every direction, it's difficult to focus and prioritise. Things get lost in the shuffle. But when you channel everything into a single stream, you settle into a flow and get more accomplished in less time. Smart Work is your guide to finding your flow; and the bottom of your inbox.

From the Back CoverARE YOU DROWNING IN URGENT EMAILS, INTERRUPTIONS AND MEETINGS THAT GET IN THE WAY OF WHAT IS REALLY IMPORTANT? Today's workplace is full of noise, competing priorities, increased workloads, and a deluge of information and tasks all marked URGENT. Smart Work is here to help. Written by leading productivity expert Dermot Crowley, this book shows how you can turn technology to your advantage and develop a simple, modern and sustainable productivity system that works. Learn to: centralise all your commitments and priorities in one place organise your inbox and email actions realise your goals and make time for the work that matters. Smart Work teaches you practical strategies to work proactively in a reactive workplace.About the AuthorDERMOT CROWLEY is a productivity author, speaker, coach, trainer and thought leader. A 20-year veteran of the productivity training industry, he is the creator of the On Time, In Control productivity program and is the Founder and Director of Adapt Training Solutions.