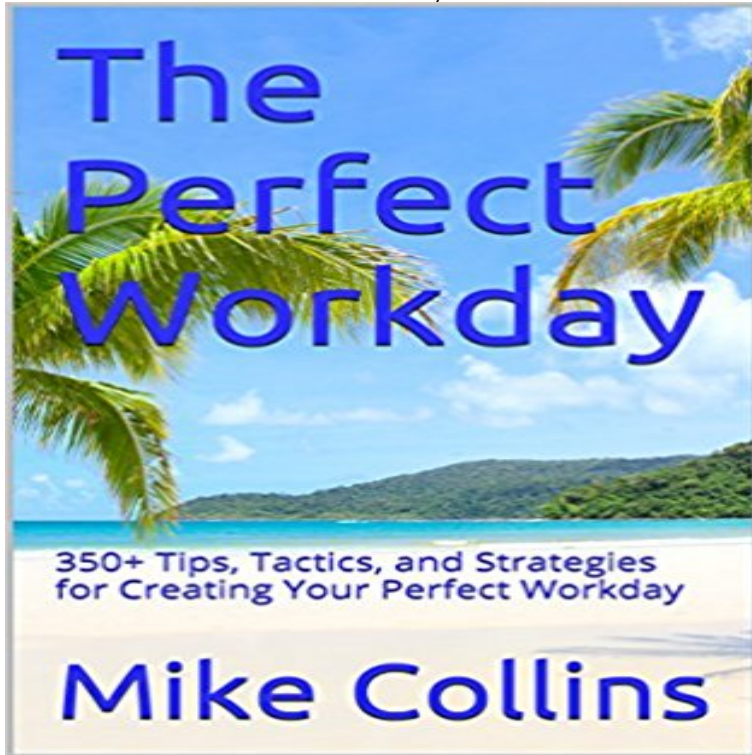


# The Perfect Workday: 350+ Tips, Tactics, and Strategies for Creating Your Perfect Workday



What if you could have a Perfect Workday? For many people the concept of having a Perfect Workday is so alien that they make a joke of it: A Perfect Workday? That would be me not being here! But, we spend so much of our lives at work, why not make it positive, worthwhile, more than just a paycheck ...something Perfect? Why cant some part of a Perfect Workday be fun? Why cant some of it be healthy? The first key to having a Perfect Workday is knowing what one looks like.....for you. If you dont have some sort of realistic idea of what a Perfect Workday would be for you, it is impossible to have one. To me, a Perfect Workday means: - I have made a significant amount of headway on my most important tasks. - I am able to work effectively with the people around me. - I leave my work without an endless stream of emails and a mountain of papers on my desk. - Ive had some fun! In The Perfect Workday Book, you will find 350+ tips, tactics, and strategies for creating your Perfect Workday. You will also find a wide variety of suggestions from other workplace professionals about what creates their Perfect Workdays. Youll find: - How to create an extra hour a day - How to REALLY decide what the most important things to do are - How to deal with the Crazy People you come in contact with! - How to cut down on miscommunication - How to stay reasonably organized without being a desk-Nazi! - What the five basic resources are - How to run a meeting that is on time, on task, and productive Good Luck in creating your Perfect Workday!

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