



# How to Make the Most of Your Workday

*Peg Pickering*

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## **How to Make the Most of Your Workday** Peg Pickering

This revised and updated edition of *How to Make the Most of Your Workday* will help you learn how to work smarter, not harder. It is packed with tools, techniques, advice, and activities to help you permanently change the way you work and live.

This book will also show you:

- Why you aren't getting things done and how you can change this.
- How to reduce daily stress and anxiety.
- How to create more leisure time.
- How to manage your time, prioritize your list, meet your goals, and make all your efforts more successful and rewarding.
- How to conquer one of today's major productivity killers-procrastination-once and for all.

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