

Discover How to Build Productive Habits and Use Time Management Tools to Easily Keep Track of Your Schedule and Get Things Done Today!

This video course was designed to help you get rid of your long to-do list that never seems to get done, as well as boost your daily productivity in just a few simple steps.

Dear business owner,

Are you having problems keeping track of your time, and dealing with an endless number of tasks left undone at the end of the day?

Are your tasks piling up?

Are you overwhelmed by having so much to do with so little time available?

Do you end up forgetting or missing out on tasks?

Do you have a disorganized calendar?

Do you find yourself always cramming in a bunch of unfinished errands?

Then this video course is for you!

A lot of people simply get stuck because they feel overwhelmed and lost. But with the simple techniques shown in this video course, you can put yourself on the path to becoming a more productive you.

I will also show you where to find and how to use the best time management and productivity tools.

In no time at all, you'll learn how to plan right, track your progress, and ultimately develop habits to make you more productive.

Introducing <title>

Video #1: Introduction

Before we jump into the course itself, I will set the tone for the rest of the videos. You will be given a quick overview so that you can understand exactly what is in store for you. This will give you the bigger picture, which will make implementation a lot faster.

Video #2: Productivity Mind Map

A Productivity Mind Map is a great method to help maximize your brain's thinking capacity by decluttering your mind, thereby increasing your focus by up to tenfold. It's also a fantastic technique to get your creative juices flowing.

#### Video #3: Defining Your Priorities (Time Management Matrix)

Before you can start planning your to-do list, it is essential to know how to properly define your priorities. In this video, you will learn about the Time Management Matrix and how to properly prioritize your tasks in the most efficient way.

#### Video #4: How to Schedule and Create Your To-do List

Now that you have effectively defined your priorities, it's time to learn some unparalleled techniques to help set up and keep track of your to-do list.

#### Video #5: The 80/20 Rule

The 80/20 rule can be applied in numerous ways, be it in business, studies, or everyday life. The 80/20 rule is a science that many successful individuals apply to their lives, and in this video, we will talk about what it is and how it can help you be more productive.

#### Video #6: Productivity Tools

In this video, I will share with you the best places where you can access and use the top tools to improve your productivity habits.

#### Video #7: Wunderlist Demo

Wunderlist is one of the easiest ways to get stuff done, and I'm going to personally show you how to access and use this amazing program.

#### Video #8: Evernote Demo

Evernote is one of the leading applications for organizing your workspace and getting things done. Here, you will learn helpful tips and tricks on how to make the most out of this application.

#### Video #9: Productive Habits

Getting started with organizing your tasks is one thing, but sustaining positive energy and continuing your progress is another. Learn simple yet effective everyday techniques in keeping your productive flow going, as well as tips on how to avoid falling back into the bottomless pit of chaos.

With this video course, you can discover how to boost your productivity and get things done. Finally, you will be able to breathe without worrying that you'll never finish your long list of tasks.

P.S. Discover how to get more out of your day and your life by finally getting your tasks done, starting right now!

P.P.S. This training course was designed to help you build productive habits that will speed up your work progress.