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*Steven J Smith*

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## Productivity: The Ultimate Trait

This book contains proven steps and strategies on how to improve your productivity, regardless if you are working as a freelancer, as a businessman, or as an employee. This book is also intended to make you more productive in your daily routines.

You will learn different holistic approaches to become more productive in all of your endeavors by setting your mind into your responsibilities and goals, boosting your energy, maximizing your time, and informing you of the counterproductive habits that make you less efficient in your tasks.

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