

**By Spencer Coffman**  
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WORK LESS LIVE MORE 101 PRODUCTIVITY TIPS FOR GETTING  
THINGS DONE SO YOU CAN LIVE FREE

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*Want to live life freely?*

# "Discover 101 Productivity Principles To Help You Work Less and Live More So You Can Get More Done and Live Free..."

**Become More Productive, Complete Projects Faster and Have More Time!**

**From:** Spencer Coffman

**A**re you struggling to get things done?

Are you **lacking focus** and **procrastinate** when it's time to move projects forward?

It's no surprise.

Nowadays, people in this age are **overwhelmed** and suffering from **information overload**.

With all the nonsense and junk out there, how do you stop all the distractions so you can finally have the freedom you deserve?

You need to be wiser with your time. You need to become productive.

## How Do You Become More Productive?

Productivity is a word that tends to get thrown around a lot, but most middle managers only use it in sentences asking the average employee to hunker down and get to it.

Few people actually give you **techniques** on how to achieve that quality of being able to **produce excellent results** consistently from your work/business.

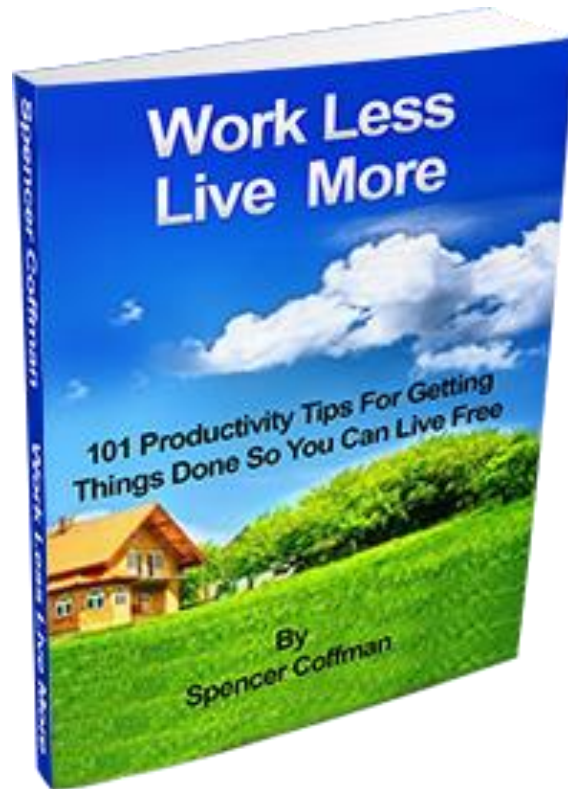
In the modern world, productivity is a common ideal. It doesn't have to be the measure of how much work you can accomplish in your job.

Productivity can also be about completing the things you need to do at home, or even during your leisure time.

The point is that you can **get more things done** in the same time or even less. Wouldn't it be great if you had some productivity techniques that would help you **move forward**?

Well, here's a special eBook dedicated to this topic...

## Introducing: Work Less Live More



**101 productivity principles for getting things done so you can live free.** You'll get an extensive list of valuable productivity nuggets that you can simply pick and choose any time so you can get more done.

**"Pre-work" productivity techniques.** These techniques specifically can be used before you start your work so you can plan and prepare better, making the rest of the day easier and more efficient. Some techniques involve setting up reminders, using apps to organize tasks, and preparing everything the day before, but there's more to it than that!

**"During work" productivity techniques.** You'll love these techniques because it'll make your work a breeze so you can stop wondering and stop procrastinating. You'll know exactly what you have to do and what to get done. These techniques and "hacks" will help you focus better and teach you how to manage that very distracting email inbox!

**Things to AVOID during work.** Avoid these costly mistakes! It's very easy to get distracted by Facebook, YouTube, and such, but you probably don't

realize that you're getting distracted by many other things. One of the biggest mistakes is checking your inbox too often!

**"Post work" productivity techniques.** You've finished your work, now what? There are things that you can do after completing tasks to improve productivity.

**How to prioritize your work and life goals.** Which one to do first? Project A or Project B? I'll show you the best way to prioritize all your goals.

**Health and wellness tips.** Not only should you mentally be in a good state, your health also plays a big role in your performance. If you eat the wrong foods, you lack focus and energy.

**+ much, much more!**

Does this sound amazing or what?

## **Get Instant Access To This Special Report Right Now!**

The choice is obvious.

**Just imagine...**

- **More freedom to do the things you love doing. Maybe it's playing golf or spending more time with the kids?**
- Getting your projects done quicker and more efficiently meaning your business will grow more than ever before
- **Easily track your tasks because of the tools and techniques you acquire from this guide**
- Living a more healthy and fruitful life

- **Launch products/services quicker than ever**
- Stopping all distracting things in your life
- **Generating a lot more sales for your business**

So go ahead. You have nothing to lose. Grab your copy today!

**Yes!** I really want to learn how I can reprioritize my life to increase productivity so that I will have more free time to spend with friends and family!

So please send me my copy of “Work Less Live More” - so I can take control of my life, starting today!

# Order Now!



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# Introduction

Productivity is a word that tends to get thrown around a lot. However, most middle managers only use it in sentences asking the average employee to hunker down and get to it. Few people really give you tips on how to achieve that quality of being. That is, the type of mentality that will allow you to be able to produce great results consistently from your work.

In the modern world, productivity is a common ideal. It doesn't have to be the measure of much work you can accomplish in your job. Productivity can also be about completing the things you need to do at home, or even during your leisure time. True productivity is the ability to get more things done in the same amount of time or even less time.

Without further ado, here are 101 quick productivity tips that you can apply to your daily life. Please note that in this e-book the word “work” is used. However, in reality, these tips can be used to organize your home and social life as well. And so, we begin.



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## About The Author

Spencer Coffman is a busy man. He writes books, articles, creates videos, and has managed over 60 websites, 40 social media accounts, and several YouTube channels. Spencer knows the value of increasing productivity. How does he do it? Read *Work Less Live More* to find out! To read more about Spencer, visit his website [spencercoffman.com](http://spencercoffman.com)

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