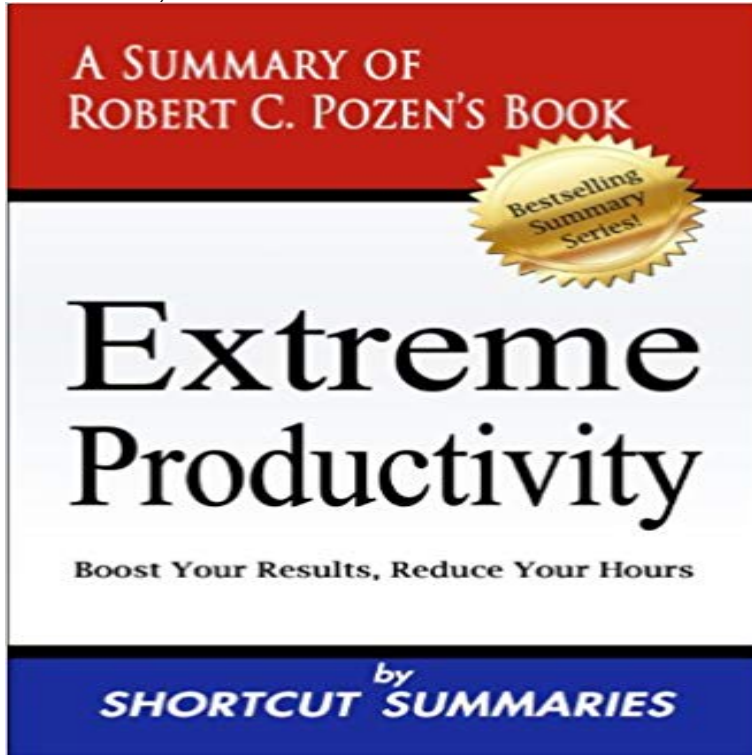


Extreme Productivity: A Summary of Robert C. Pozens Book Boost Your Results, Reduce Your Hours



Another in its Bestselling Summary Series, Shortcut Summaries presents a summary of Extreme Productivity by Robert Pozen. In his book, Robert Pozen, senior fellow at the Brookings Institution and a senior lecturer at the prestigious Harvard Business School, gives real-world, easy-to-follow guidelines for increasing professional and personal productivity. These guidelines are based on Pozens own experiences in the corporate world. While written mainly for the current or aspiring professional, Pozens book is applicable to virtually anybody at any stage in life, from the high school student to the retiree. These are not magic bullets, rather concrete methods intended to become lifelong habits. Increased productivity allows us to lead more balanced, efficient and relaxed lives, which translates into a better quality of life at any stage.

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