



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

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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 Pozen's own experiences in the corporate world.

While written mainly for the current or aspiring professional, Pozen's 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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