



Transform daily to-do lists— with less stress & more results!

Millions of people use to-do lists that set them up for failure. No matter how hard they work, they're left with a laundry list of unfinished tasks at the end of the day. This stress-free guide reveals a simple approach designed to help anyone organize, manage, and address every task and responsibility in a timely fashion.

In *To-Do List Formula*, readers will discover:

- The reasons they're failing to get through their daily to-do lists
- 10 most popular to-do list systems (and why they're flawed)
- Step-by-step instructions for creating the perfect to-do list
- How to keep a to-do list system running smoothly
- Pros and cons of paper vs. online to-do lists
- How to-do lists and calendar work together effectively and efficiently.

Top Ten Amazon Kindle Ratings

#3 in Time Management

#5 in Stress Management

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About the Author

Damon Zahariades is the powerhouse behind ArtofProductivity.com. Through his books, Damon delivers time management and productivity strategies that teach people how to create habits to get more done while enjoying more free time. Author of more than 10 bestselling titles and consistently among the **Top 5 Amazon authors in Business**, Damon comes out of the corporate world and knows first-hand the frustration of productivity killers like procrastination, poor planning, lack of focus, or digital overload. Whether you are a professional looking to boost your productivity or you just want to get the most out of life, Damon's books will help you get things done with less stress so that you can create a more rewarding lifestyle built on his powerful yet practical strategies. New titles in 2021 will explore productivity skills such as decision making, the art of letting go, and stress management.



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