



Zip! Tips: The Fastest Way to Get More Done

By Mike Song

Berrett-Koehler. Paperback. Book Condition: new. BRAND NEW, Zip! Tips: The Fastest Way to Get More Done, Mike Song, Overloaded? Overwhelmed? Overworked? You need ZIP! Today, the fastest way to get more done is to focus on tech management not time management. Mike Song, with the help of productivity superhero Z, shows you that the secret is right at your fingertips. The devices and software you use every day have incredible time-saving features almost nobody knows about! Once you discover them you'll effortlessly boost your performance and zoom to your goals like never before. ZIP! to what matters most in a single click! Print long phrases in two keystrokes! Convert an Outlook email into a LinkedIn contact in three keystrokes! And so much more!.

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