

SPECIAL
REPORT!

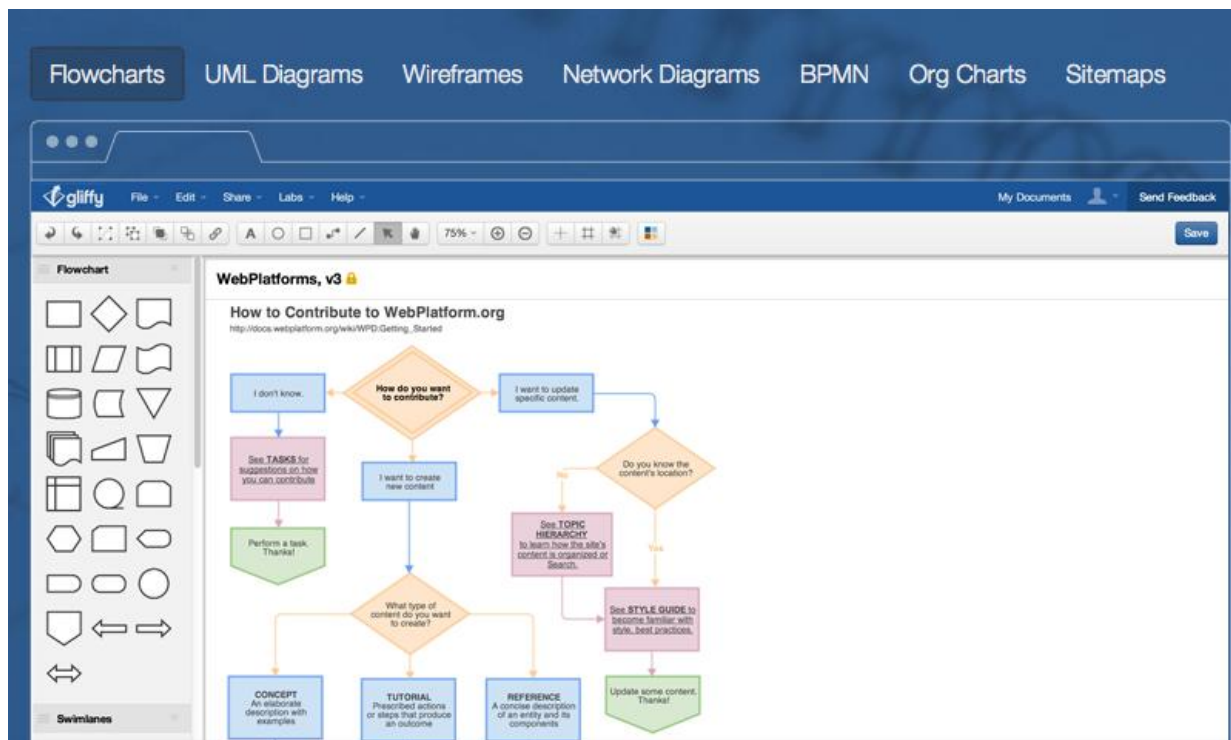
Top 5 Hidden Productivity *Tools & Techniques* That Successful People Use **TO GET STUFF DONE**



You might know all the common tools for getting things done such as Evernote and Basecamp, but you most likely haven't heard about these tools and techniques I'm about to reveal to you.

1. Gliffy

<http://gliffy.com>



Create professional-quality flowcharts, Org charts, UML diagrams, Network diagrams, Wireframes, Technical drawings and more. Gliffy works directly in your browser!

2. Tomato Timer - Pomodoro Timer

<http://tomato-timer.com/>



TomatoTimer

FAQ

Settings

Tweet about us!

Pomodoro

Short Break

Long Break

25:00

Start

Stop

Reset

Keyboard Shortcuts

- **SPACE** Start or Stop the timer
- **ALT + P** Pomodoro
- **ALT + S** Short Break
- **ALT + L** Long Break
- **ALT + R** Reset Timer

Desktop Notifications

*Currently supported in Google Chrome only

Enable Desktop Alerts

What is the pomodoro technique?

According to Wikipedia:

The Pomodoro Technique is a time management method developed by Francesco Cirillo in the late 1980s. The technique uses a timer to break down work into intervals traditionally 25 minutes in length, separated by short breaks.

There are five basic steps to implementing the technique:

- Decide on the task to be done
- Set the pomodoro timer to n minutes (traditionally 25)[1]
- Work on the task until the timer rings; record with an x
- Take a short break (3–5 minutes)
- After four pomodori, take a longer break (15–30 minutes)

3. “The One Thing”



The One Thing is a book by Gary Keller, and methodology is as the title suggest:

Focusing on that one thing.

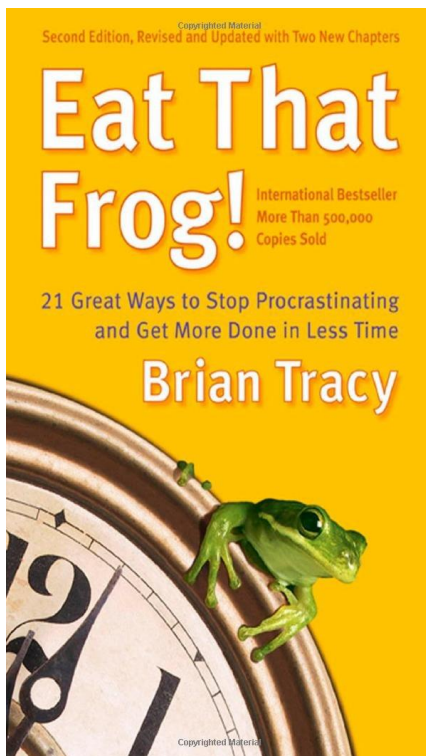
Many experts have used this technique to finally set free and achieve their life-long goals.

In The One Thing, you'll learn:

- How to cut through all the clutter
 - Achieve better results in less time
 - Build momentum toward your goal
 - Dial down the stress
 - Overcome that overwhelmed feeling
- Revive your energy
 - Stay on track
 - Master what matters to you

You can purchase the book here <http://www.amazon.com/The-ONE-Thing-Surprisingly-Extraordinary/dp/1885167776>

4. “Eat That Frog”



Another book and methodology - Eat That Frog written by Brian Tracy.

There's an old saying that if the first thing you do each morning is to eat a live frog, you'll have the satisfaction of knowing that it's probably the worst thing you'll do all day.

Using “eat that frog” as a metaphor for tackling the most challenging task of your day—the one you are most likely to procrastinate on, but also probably the one that can have the greatest positive impact on your life—Eat That Frog! shows you how to zero in on these critical tasks and organize your day.

You'll not only get more done faster, but get the right things done.

You can get a copy here: <http://www.amazon.com.au/Eat-That-Frog-Great-Procrastinating-ebook/dp/B001AFF25W>

5. IFTTT



Email me when an article goes viral on Time.com

by [timeinc](#)

283 adds 5 favorites



When a SMS is received, save it to a Google drive document (each contact gets its own doc)

by [swagg123](#)

160 adds 8 favorites



If Image of the day by NASA, then send me an email.

by [carlosalbert](#)

7130 adds 149 favorites



Set my #Android #Wallpaper to Bings Image of the Day [avoid duplicates] #Bing

by [rugk](#)

5453 adds 154 favorites

The acronym stands for “If This Then That”.

Essentially, IFTTT allows you to create what they call “recipes” to automate almost anything, from switching your lights on or off at home to notifying your partner via SMS when you’re close to home. You can even automatically backup all your Facebook photos to Dropbox.

How about this one: Get an email each morning of the top 10 news headlines.

It’s an extremely powerful productivity tool that doesn’t require much knowledge on programming, if that intimidates you.

TOP RECOMMENDED GUIDE:

Get The 7 Step Guide To Finally Stop Putting Things Off, Get Rid Of Time-Sucking Distractions And Get More Stuff Done!



This Is More Than A Book Of Tips. Follow Along With An Example And Plan Your Own Route To Success As You Go. This Is Your Chance To Break The Cycle.

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