



# Desmistificando As Listas De Tarefas (Portuguese Edition)

*S.j. Scott*

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**APRENDA: Por que a maioria das pessoas não conseguem realizar coisas**

Você cria listas de tarefas que nunca saem do papel? É fácil começar cada dia de trabalho com uma longa lista de tarefas. Mas então, algo inesperado surge. Sem você perceber, o dia já está quase no fim. Você trabalha arduamente em um ritmo frenético, mas acaba se sentindo frustrado, porque não há tempo suficiente para fazer tudo.

Todos nós escrevemos listas com a esperança de que elas nos transformem em máquinas de produtividade. Infelizmente, listas de tarefas muitas vezes produzem o efeito oposto. O tipo errado de lista pode ser desmotivador, causando o seu relaxamento e a procrastinação.

**DESCUBRA: Como criar listas de tarefas eficazes e factíveis**

A verdade é que qualquer um pode escrever uma lista. A parte mais difícil é a criação de uma lista que seja factível e que também se encaixe em sua vida agitada. Na maioria das vezes, as pessoas enchem suas listas com uma mistura desorganizada de tarefas, desejos, necessidades e ideias aleatórias. Então, elas se perguntam por que não estão obtendo resultados significativos em suas vidas.

Qual é a solução?

Reconsidere a maneira como você gerencia a sua vida diária.

Especificamente, você deve usar várias listas que cubram diferentes tipos de tarefa. Esse é o conceito básico que você vai aprender neste livro.

**BAIXE: Desmistificando as Listas de Tarefas**

O livro fornece um plano em etapas para escrever listas eficazes e executáveis. Você vai aprender:

7 erros comuns nas listas de tarefas (e como corrigi-los)

A ferramenta #1 para capturar ideias

Como usar uma lista de projeto para identificar tarefas críticas

Quando trabalhar em atividades de rotina

Por que a revisão semanal o ajuda a realizar coisas

O aplicativo para gerenciar listas de tarefas

Como concluir as suas

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