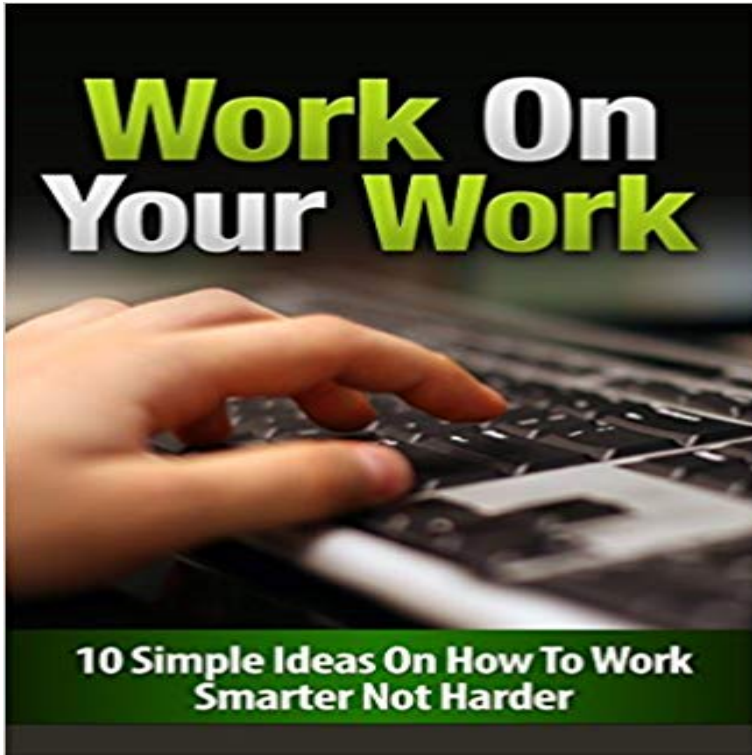


# Work On Your Work: 10 Simple Ideas On How To Work Smarter Not Harder



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you need to abandon any ideas of multitasking as that will slow you down and ruin your focus. Finally, set a reasonable deadline and do everything in your power to meet it. Now that is really a great way of working smarter, not harder.

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