**Do More Better:
A Practical Guide to Productivity**

Group Book Study

A PRACTICAL GUIDE TO PRODUCTIVITY WRITTEN FROM A CHRISTIAN WORLDVIEW

CHAPTERS

1. Know Your Purpose
2. Answer The Call
3. Define Your Responsibilities
4. State Your Mission
5. Select Your Tools
6. Collect Your Tasks
7. Plan Your Calendar
8. Gather Your Information
9. Live The System
10. Maintain it Consistently
11. Tame Your Email
12. 20 Tips to Increase Your Productivity

