



about the author

Jeff Davidson (Chapel Hill, NC) is the author of *The 60 Second Organizer, 2nd Edition*, *The Complete Idiot's Guide to Managing Your Time*, and *The Complete Idiot's Guide to Managing Stress*. He is a noted professional speaker and consultant.

The 60 Second Self-Starter

Sixty Solid Techniques for Motivating Yourself at Work

Jeff Davidson

The one-minute plan to start and finish those tasks!

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- 20 percent of people identify themselves as procrastinators (*Psychology Today*)
 - Procrastination affects productivity and hampers career advancement
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In this quick and practical guide, Jeff Davidson offers a plan to overcome “put it off until tomorrow” syndrome once and for all!

Davidson tells readers how to put aside excuses and get the job done:

- Use the computer as a tool to get motivated and get started on a task
- Minimize office distractions such as noise and co-workers
- Break through the blockage and complete your “To Do” list

With 60 practical tips on solving procrastination in the workplace, workers can get motivated, get organized, and get going!

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