



ZIP! Tips: The Fastest Way to Get More Done

By Mike Song



ZIP! Tips: The Fastest Way to Get More Done By Mike Song

Overloaded? Overwhelmed? Overworked? You need ZIP!

Today, the fastest way to get more done is to focus on tech management—not time management. Mike Song, with the help of productivity superhero “Z,” shows you that the secret is right at your fingertips.

The devices and software you use every day have incredible time-saving features almost nobody knows about! Once you discover them you’ll effortlessly boost your performance and zoom to your goals like never before.

ZIP! to what matters most in a single click!

Print long phrases in two keystrokes!

Convert an Outlook email into a LinkedIn contact in three keystrokes!

And so much more!

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Editorial Review

Review

“It takes guts to teach Microsoft leaders new ways to use our own technology. This book exceeded our expectations and had us all zipping along!”

—**Chuck Metzger, Senior Project Manager, Microsoft**

“ZIP Tips make your entire organization better, smarter, and faster!”

—**Elaine Hetu, Director, Six Sigma Training and Career Development, McKesson**

“ZIP Tips help our busy salespeople soar!”

—**Brenda Davis, Senior Manager, Worldwide Sales Training, United Airlines**

“Pow! ZIP! Tips will turn you into a productivity rock star!”

—**David Jennings, Vice President of Education, Community Associations Institute**

About the Author

Mike Song is a sought-after keynote speaker and CEO of GetControl.net, which helps the best and brightest organizations get more done. He’s the lead author of the bestselling Hamster Revolution book series and has reached millions via interviews with Good Morning America, CNN, CNBC, and the Wall Street Journal.

Users Review

From reader reviews:

Forest Nelson:

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Debra Durso:

This ZIP! Tips: The Fastest Way to Get More Done is great reserve for you because the content and that is full of information for you who always deal with world and get to make decision every minute. This kind of book reveal it data accurately using great coordinate word or we can point out no rambling sentences inside it. So if you are read that hurriedly you can have whole data in it. Doesn't mean it only gives you straight forward sentences but tricky core information with splendid delivering sentences. Having ZIP! Tips: The Fastest Way to Get More Done in your hand like finding the world in your arm, information in it is not ridiculous one particular. We can say that no guide that offer you world with ten or fifteen tiny right but this publication already do that. So , this can be good reading book. Hello Mr. and Mrs. active do you still doubt this?

Mattie Peters:

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