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**WORK LESS LIVE MORE 101 PRODUCTIVITY TIPS FOR
GETTING THINGS DONE SO YOU CAN LIVE FREE**

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About the Author

Spencer Coffman has a background that proves he can accomplish whatever he puts his mind towards. He received the Presidential Award for Academic Excellence in 2005, at age 12. He then became homeschooled and finished middle school and high school in only three years and was published in the Who's Who Registry of Academic Excellence for the 2007-2008 year. By age 14 he had diplomas in Professional Locksmithing and Advanced Locksmithing.

In 2008, he enrolled in Alexandria Technical College where he excelled, receiving an Associates degree in Individualized Professional Studies and a diploma in Concrete Masonry all before age 17. He was also a part of the Phi Theta Kappa International Honor Society. While in the Concrete Masonry program, he achieved first place in a local Skills USA competition. He continued onto the state competition where he also received first place. Spencer continued on to the national competition and placed eighth.

In 2010, Spencer enrolled at Minnesota State University Moorhead, where he received a Bachelors of Arts Degree Summa Cum Laude in Psychology and a Bachelor of Arts Degree Magna Cum Laude in Philosophy. Spencer was 19 when he graduated from MSUM and was a part of the Psi Chi International Honor Society. He then worked very hard to publish his undergraduate thesis, and in 2013, his experiment, Facial Expression: The Ability To Distinguish Between Enjoyment and Nonenjoyment Smiles, was published in the Psi Chi Journal of Psychological Research.

Spencer then studied at the American TESOL University to become certified to Teach English to Speakers of Other Languages. He became certified to teach Children and Advanced students. He was then hired by the university to completely re-write and restructure their syllabi and curriculum. In addition, he revised their online platform and made it mobile ready.

When his job there was complete, Spencer began extensively studying micro-expressions, emotions, and behavior. He was a natural and became certified at the expert level in both the Micro Expression Training Tool and Subtle Expression Training Tool developed by Dr. Paul Ekman. Spencer then decided to write a book of his own on body language. "One that would be short and simple. A book that would be very easy for people to pick up

and read and understand in no time at all.” In 2015, Spencer published *A Guide To Deception*, a book that educates readers about deception and teaches them how to detect lies. Since then, Spencer has been working on writing several other books on a variety of different topics. Some of which include eBooks on what he has learned while in business for himself, and books that are designed to help other people live better lives.

Spencer has become an excellent video creator and is proficient in several video editing software tools and other editing programs. He manages several successful YouTube channels and has many online aliases. Spencer has also composed several songs and musical albums that are used in the YouTube videos. In addition, he manages and maintains over 40 different social media accounts on sites such as Facebook, Twitter, Pinterest, Google Plus, Blogger, Reddit, Stumble Upon, and More! In short, Spencer has learned to dabble in almost anything and he pours out his passion, knowledge, and experience for anyone who wants to learn what he has learned.

Spencer has an extensive domain name portfolio, which he modifies regularly depending on which domains he buys and sells at the time. He has created and designed hundreds of websites, and currently manages and maintains over 60 different sites. Many of his domains are listed for sale on places like GoDaddy, Sedo, AfterNic, Flippa, and eBay. Spencer is also a part of several different affiliate-marketing businesses, he has created and hosted webinars, learned the ins and outs of email marketing, and is always willing and ready to learn something new. Take a look at his website www.spencercoffman.com and check out all of the great resources he has to offer.

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Introduction

Productivity is a word that tends to get thrown around a lot. However, most middle managers only use it in sentences asking the average employee to hunker down and get to it. Few people really give you tips on how to achieve that quality of being. That is, the type of mentality that will allow you to be able to produce great results consistently from your work.

In the modern world, productivity is a common ideal. It doesn't have to be the measure of much work you can accomplish in your job. Productivity can also be about completing the things you need to do at home, or even during your leisure time. True productivity is the ability to get more things done in the same amount of time or even less time.

Without further ado, here are 101 quick productivity tips that you can apply to your daily life. Please note that that in this e-book the word "work" is used. However, in reality, these tips can be used to organize your home and social life as well. And so, we begin.



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