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AI POWERED PRODUCTIVITY HACKS: WORK SMARTER NOT HARDER Jennifer Podesta, 2025-06-24 Title AI Powered Productivity Hacks Work Smarter Not Harder Subtitle How to Save 10 Hours Weekly Using Artificial Intelligence The Problem In today's fast paced world professionals waste 67% of their workday on repetitive tasks emails scheduling data entry and meetings Traditional productivity advice fails because it doesn't leverage the 13 billion AI tools revolution that's automating workflows for top performers The Solution This actionable guide reveals battle tested AI systems to Automate 80% of busywork Chapter 2 Master time management with self adjusting schedules Chapter 3 Build a second brain for instant knowledge retrieval Chapter 4 Delegate tasks to AI digital employees Chapter 7 What You'll Learn 8 AI Powered Workflows to cut hours from your weekly routine 57 Tools Tested From ChatGPT to niche AI schedulers Ethical Guardrails How to avoid over reliance on automation Future Proof Skills Stay ahead as AI transforms workplaces Who This Book Is For Entrepreneurs scaling their businesses without burnout Remote Workers drowning in digital chaos Students juggling studies and side hustles Anyone who feels they're working harder not smarter Why This Book Stands Out Unlike vague AI guides this book provides Step by Step Blueprints e.g. Automate Email Triage in 15 Minutes Real Case Studies e.g. how a freelancer tripled income using AI Customizable Templates Notion Google Sheets etc Bonus Content AI Tool Cheat Sheet Free download Done For You Zapier Automations Private Community Access for troubleshooting Call to Action Stop letting busywork control your life Discover how AI can give you back 10 hours weekly so you can focus on what truly matters

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Effective Notetaking F. M. McPherson,2011

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