



Free to Focus: A Total Productivity System to Achieve More by Doing Less

Michael Hyatt

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Everyone gets 168 hours a week, but it never feels like enough, does it? Work gobbles up the lion's share--many professionals are working as much as 70 hours a week--leaving less and less for rest, exercise, family, and friends. You know, all those things that make life great.

Most people think productivity is about finding or saving time. But it's not. It's about making our time work for us. Just imagine having free time again. It's not a pipe dream.

In *Free to Focus*, *New York Times* bestselling author Michael Hyatt reveals to readers nine proven ways to win at work so they are finally free to succeed at the rest of life--their health, relationships, hobbies, and more. He helps readers redefine their goals, evaluate what's working, cut out the nonessentials, focus on the most important tasks, manage their time and energy, and build momentum for a lifetime of success.

Free to Focus: A Total Productivity System to Achieve More by Doing Less Details

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Tracy says

This book is how one would hope productivity would be taught at work. Free to Focus takes you from defensive to offense with your tasks and commitments at the office. Further, it makes a strong case why unplugging from work is important and should be intentional. The system is comprised from Michael Hyatt's years of corporate and entrepreneurial experience.

The book covers the Free to Focus system in depth and the steps are easy to follow, which is especially important if you've never heard of the author before. There's resources online and at the back of the book, so you can get started right away. You'll also notice the forgiving tone —“don't worry about getting it perfect”— throughout the book.

I received my free, advanced copy and began to dive in. For long-time readers of the author, I still recommend the book because it's Hyatt's knowledge of productivity all rolled into one neat package.

Before learning about this system, I would spend my days trying to catch up thinking, “there has to be a better way ‘the people at the top’ know about.”

Alex Miller says

If you're feeling overwhelmed, tired, stressed and anxious about your to do list each day, then this is a must read. This books reorientates the way I thought about achievement. Achieving my goals through working in my desired zone, delighting in letting others help you in their desired zone and incremental change over time is huge! Highly recommended this book to anyone who wants to become better than they are today.

Mike says

Michael Hyatt presents a system to improve your productivity. All the tools very well explained are easy to use and provide insights for people like me to focus on the primary a big task that will generate the outcomes needed to grow in my personal and professional life. Great Book!

Kurtis says

Great book! I will write a full review later. Highly recommend it.

Ford Mosby says

I am unabashedly a fan of Michael Hyatt and have been for many years. This is the third book of his I have read and I highly recommend it to anyone who is looking to create focus and order in the chaos of their life. Hyatt's website tags him as Your Leadership Mentor but you can just as easily tag him as Your Productivity Guru. One theme that runs through all of his work is the encouragement to find, and operate out of, your own personal vision for your life. Too many times people lose sight of their vision and simply respond each day to what is the most urgent thing before them.

Michael encourages the reader to first Stop and examine your own life. Evaluate what you are doing now and evaluate why you want to be more productive. Secondly, you have to Cut. Take a hard look at all of the activities in your life and decide which ones you can stop doing, whether it be to cut them out of your life altogether, delegate them to someone else or automate them. And then finally you Go.

Implement the productivity system that will enable you to be more focused on what is important to you. While the process Michael gives you is outstanding, he does not give you just that. He also gives you resources in the book, as well as on his website, that will walk you through how to accomplish each one of these steps.

If you are looking to take control of your life and improve your productivity, I highly commend this book to you. The book and the resources, as well as his Full Focus Planner, will give you all of the tools you need.

Sinead says

I've read all of Michael Hyatt's previous works so I was looking forward to reading this. If you are a regular listener to his podcast and reader of his blog, there isn't anything new in this book. But that's not a critique. If you buy into Hyatt's method of productivity, this is the book you give to friends and colleagues to explain his methods, without them having to listen to hours of podcasts.

It's a good book that has surmised all of Hyatt's advice in an easy to follow guide. It's a must read for anyone that feels bogged down in work

Leslie Gornig says

Free to Focus is the latest book from bestselling author, Michael Hyatt. In this book, Michael provides nine proven ways to win at work and at life. "Free to Focus" is a clear, concise book that provides tactical and practical advice to help you achieve more by doing less and in so doing get the life you've always wanted. In Free to Focus, you'll learn the 3-step system to achieve more while doing less because as Michael articulates so well productivity is not about getting more done it is about getting the right things done. Each chapter is filled with action steps and takeaways, and the entire book is peppered with just enough anecdotes to drive the points home. Through practical stories and clear advice, Michael Hyatt unveils how you can get the clarity and intentionality to lead your best life.

Book will be released on April 9th. Highly recommend it if you are looking to be more efficient and effective at work and in life.

Sanjay Prabhu says

I had the opportunity to read and review this book prior to its release. This is an excellent book written with a

number of awesome practical tips that I have put into practice as I was reading the book. Dividing days of the week into “on stage”, “backstage” and “off stage” activity themes was liberating. Instead of thinking about tasks that were not done on days I was tied up doing my main job “, I knew I could defer these to another day dedicated to this. In the week after reading this book, I have seen tangible positive changes in my attitude after a day at work, before going to bed at night and when I wake up in the morning. #Megabatching, delegating tasks optimally so one spends less time on repetitive tasks, saying “no” to tasks that are not in alignment with one’s goals without spoiling the relationship with the person requesting you to do the task are just some of the most useful topics in the book. And the bonuses are also great, including access to the audio version for free and Michael’s other book, Your Best Year Ever. Along with Cal Newport’s Digital Minimalism, James Clear’s Atomic Habits and Brendon Burchard’s High Performance Habits, this book completes my list of “must read” books from my reading list in the last year.

Jiri says

Free to Focus Book Review

Are you in the middle of a whirlwind of countless tasks and commitments? Can you imagine what it would be like if you annually completed at least 700 tasks that you really cared about and desired to complete? In this book, Michael Hyatt guides you through three basic steps (stop, cut, and act) essential to sustained personal and corporate productivity (the Free to Focus System).

The book is intended for active people seeking space for focus, those who like to find purpose in life, might have problems with sudden or long-term excess of tasks, who are looking for a direction and path in life, but also for those who already have a planning system in place and want to improve it. The principles outlined in the book are based on the current research, but if you expect superficial tips to increase productivity, this is a system that goes to the bone and shows you where you need to improve, what to implement or stop doing.

Michael Hyatt presents a summary of his best productivity strategies and tools that help (verified by myself) to organize life and values ??so that one can make the decision to fully concentrate on performing only the 3 most important tasks (daily, quarterly, annually), that consistently help to push the needle, leading to fulfillment, healthy habits and sustainable life.

The Free to Focus system is based on 3 basic steps (stop, cut, act), each step then consists of 3 mutually supportive actions (stop = formulate, evaluate, rejuvenate = 7 productive life sustaining practices), (cut = calendar (triage), automate, delegate), (act = consolidate, designate, activate). When adopting these strategies a self-perpetuating system emerges that, even under unfavorable circumstances (passing through different stages of life etc.), helps you to fulfill your life mission. The author often gives practical examples to be learned and used.

The book is extraordinary in that it touches all areas of human life (complete the past etc.), however applying best practices to life depends on the willingness to change and find the true north in life consciously (finding rest and dedication to family and children). The author describes the individual steps in great detail, illustrates them with real life stories of his course graduates, and concludes each chapter with a practical exercise backed up with online course material available at FreetoFocus.com/tools.

I was able to read the review copy of the book in advance. I do recommend the book as it is a great read.

Jim says

If you feel like you are unable to gain control of your day to day goings on; buy this book on day one. An excellent and quick read with impactful action items throughout. I feel privileged to have been part of the launch team for this book and will keep it handy until I can implement some of the new habits discussed within. A must read for business owners, leaders and aspiring leaders alike. Well worth the time investment.

Justo M. says

Powerfull questions to think my life.

Powerfull ideas to focus my life.

Powerfull tools to live focus on my purpose.
