

BEST PRODUCTIVITY BOOKS - OUR RECOMMENDATIONS





Challenges characterize the journey to becoming your most productive self. Sometimes you encounter issues that leave you feeling lost. Productivity books are important tools for sharpening life skills and building better habits. They provide knowledge that helps you understand and deal with the unique productivity challenges you face.

Now, there are thousands of books tagged as productivity books available today. And searching for the right one for you all by yourself can be exhausting. That's why we have sifted through the mountains of acclaimed books to bring you 10 great recommendations.

Here's our list of the best books for increasing your productivity.

1. The 7 Habits of Highly Effective People by Stephen R. Covey
2. Eat That Frog by Brian Tracey
3. Getting Things Done by David Allen
4. The Power of Habit by Charles Duhigg
5. Deep Work by Cal Newport
6. Collaborative Intelligence by Dawna Markova & Angie McArthur
7. How to Stop Procrastinating by S.J. Scott



8. The Power of Full Engagement by Jim Loehr & Tony Schwartz

9. Essentialism by Greg McKeown

10. Organize Tomorrow Today Dr. Jason Selk & Tom Bartow

Best productivity books

The 7 Habits of Highly Effective People by Stephen R. Covey

This book is a library staple and a great place to start if you are new to productivity books. It teaches you proven methodology to improve your professional and personal life. The book is packed with practical wisdom to help you remain a person of integrity, fairness and dignity. With its powerful insights and time-tested principles, This book guides you through adapting and making the best of life changes.

Eat That Frog by Brian Tracey

Eating a frog is a metaphor that describes tackling the most challenging task of the day. The idea is that the first thing you should do every day is get the difficult task out of your way. Tracey explains the rationale behind the idea in this book.

The author shares 21 tips he has applied in his personal life to improve productivity. The book helps you navigate goal setting, organization and other concepts in productivity.



Getting Things Done by David Allen

If you need a book to spur you to take charge of your life, Getting Things Done (GTD) is just what you need. The book is a pragmatic guide to turning your intentions into achievements. The best thing about this book is how detailed the implementation guide is.

The book presents a framework that you can adapt to meet your unique organizational needs. Allen's productivity method is so popular that it has garnered a loyal following who call themselves the GTDers.

The Power of Habit by Charles Duhigg

Our habits come together to make us who we are. Habits also affect how we function at work or elsewhere. Some habits inhibit productivity and you need to get rid of them posthaste. That's why we recommend this book to you.

With fascinating stories and thrilling scientific discoveries, Duhigg explains how we form and change habits. The book uses people and businesses that have changed their unprofitable habits as inspirational examples.

Deep Work by Cal Newport

Distractions abound and constantly disrupt our attempts at productivity, especially during cognitively demanding tasks. Deep Work provides science-backed tips for turning off distractions. The key idea is that total



focus during work takes you into a deep work state where excellence and productivity await.

The book consists of four rules to guide you towards a distraction-free work period. If you are struggling with self-inflicted distractions that keep you from being productive, Deep Work is a must-read.

Collaborative Intelligence by Dawna Markova, Angie McArthur

Ideas rule the world, that's why organizations value innovation so much. Most times innovation takes a team. As a manager or team member, your ability to work well with others to generate ideas makes you valuable.

The authors of this book believe in a mind share economy in which relationships rather than transactions define wealth. This book teaches you how to leverage collaborative intelligence, have productive work meetings and understand intellectual differences.

How to Stop Procrastinating by S.J. Scott

If procrastination is what is stopping you from getting things done, you might benefit from this book. It provides you with a simple and actionable plan to get rid of procrastination once and for all. The goal of the author is to help become action-oriented. Scotts uses his own experiences with overcoming procrastination. He explores the reasons we do it in the first place.



The Power of Full Engagement by Jim Loehr & Tony Schwartz

This book is based on research carried out on high-performing athletes. The authors from their research have concluded that energy and not time determines productivity. The book powerfully explains the relationship between energy and productivity.

In this book, you will find practical advice on how to manage your energy and increase productivity. You will discover common pitfalls that tamper with your energy.

Essentialism by Greg McKeown

Sometimes you find that your life is filled up with activities and you cannot tell what's important and what's not. Unclear priorities hinder productivity and make you prone to stress.

This book teaches you the tricks you need to take charge and declutter your life. It advises that you say "no" more often so that you establish clear boundaries. If you want a life that screams quality over quantity, Essentialism is a must-read.

Organize Tomorrow Today by Dr. Jason Selk & Tom Bartow

This book is fast becoming a favorite of many people, perhaps because of its simplicity and practicability. It covers topics like decision making, prioritizing,



multitasking and self-motivation. In the book, the authors outline eight effective ways to better organize your life.

Conclusion

Books about productivity can go a long way to step up your productivity game. However, reading alone will not fix the issues. Read with the intent to apply what you learn. The list above is a good place to begin, pick one book today and begin reading.