Chapter Summary Sheet

Why do I suggest using only three sentences to summarise each chapter?

It's a simple and useful trick. It requires you to go through your notes, go back over the pages of the chapter and look for what struck you as the most relevant to you.

It could be useful to ask yourself how you would present the concept to a friend as well.

Write the three short sentences on this sheet (each chapter is represented by one of the small tables below):

	Introduction
1	
2	
3	

	CHAPTER 1 - BECOME RELIABLE AND FIND PEACE OF MIND
1	
2	
3	

	CHAPTER 2 – CREATING A MORE EFFECTIVE NETWORK
1	
2	
3	

	CHAPTER 3 - HABITS THAT WILL BOOST YOUR EFFICENCY
1	
2	
3	

	CHAPTER 4 – ORGANISE YOUR SURROUNDINGS FOR BETTER PRODUCTIVITY
1	
2	
3	

	CHAPTER 5 – BECOME AND E-MAIL PRO
1	
2	
3	

	CHAPTER 6 – DISCONNECT TO EXPERIENCE FLOW
1	
2	
3	

	CHAPTER 7 – CLEAN UP YOUR LIFE
1	
2	
3	

	CHAPTER 8 – YOUR OBJECTIVES AND PRIORITIES
1	
2	
3	

	CHAPTER 9 – ACTUALISING YOUR GOALS
1	
2	
3	

	CHAPTER 10 – CREATE THE CONDITIONS OF YOUR SUCCESS
1	
2	
3	

	CHAPTER 11 – BECOME A MASTER OF TIME MANAGEMENT
1	
2	
3	

	CHAPTER 12 – THE DNA OF SUCCESSFUL MEETINGS
1	
2	
3	

	CHAPTER 13 – BECOME A MORE EFFICIENT LEADER
1	
2	
3	

	CHAPTER 14 – RECONCILE YOUR PRIVATE AND PROFESSIONAL LIFE
1	
2	
3	

	CHAPTER 15 – WORKING EFFICIENTLY FROM HOME
1	
2	
3	

	CHAPTER 16 – EVERY DAY IS A NEW OPPORTUNITY
1	
2	
3	

	CONCLUSION
1	
2	
3	

This is your journey of continuous improvement.