



# ZIP! Tips: The Fastest Way to Get More Done

By Mike Song



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## **Overloaded? Overwhelmed? Overworked? You need ZIP!**

Today, the fastest way to get more done is to focus on tech management—not time management. Mike Song, with the help of productivity superhero “Z,” shows you that the secret is right at your fingertips.

The devices and software you use every day have incredible time-saving features almost nobody knows about! Once you discover them you’ll effortlessly boost your performance and zoom to your goals like never before.

ZIP! to what matters most in a single click!

Print long phrases in two keystrokes!

Convert an Outlook email into a LinkedIn contact in three keystrokes!

And so much more!

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## **ZIP! Tips: The Fastest Way to Get More Done By Mike Song Bibliography**

- Sales Rank: #1202715 in Books
- Published on: 2013-06-03
- Original language: English
- Number of items: 1
- Dimensions: 8.40" h x .50" w x 5.40" l, .35 pounds
- Binding: Paperback
- 144 pages

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## **Editorial Review**

### Review

“It takes guts to teach Microsoft leaders new ways to use our own technology. This book exceeded our expectations and had us all zipping along!”

—**Chuck Metzger, Senior Project Manager, Microsoft**

“ZIP Tips make your entire organization better, smarter, and faster!”

—**Elaine Hetu, Director, Six Sigma Training and Career Development, McKesson**

“ZIP Tips help our busy salespeople soar!”

—**Brenda Davis, Senior Manager, Worldwide Sales Training, United Airlines**

“Pow! ZIP! Tips will turn you into a productivity rock star!”

—**David Jennings, Vice President of Education, Community Associations Institute**

### About the Author

Mike Song is a sought-after keynote speaker and CEO of GetControl.net, which helps the best and brightest organizations get more done. He’s the lead author of the bestselling Hamster Revolution book series and has reached millions via interviews with Good Morning America, CNN, CNBC, and the Wall Street Journal.

## **Users Review**

### **From reader reviews:**

#### **Daniel Weimer:**

Have you spare time for the day? What do you do when you have considerably more or little spare time? Yes, you can choose the suitable activity to get spend your time. Any person spent their own spare time to take a stroll, shopping, or went to the particular Mall. How about open or perhaps read a book entitled ZIP! Tips: The Fastest Way to Get More Done? Maybe it is being best activity for you. You know beside you can spend your time with your favorite's book, you can smarter than before. Do you agree with their opinion or you have different opinion?

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**Nancy Deanda:**

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