



Getting Things Done: The Art of Stress-Free Productivity

David Allen

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In today's world, yesterday's methods just don't work. In *Getting Things Done*, veteran coach and management consultant David Allen shares the breakthrough methods for stress-free performance that he has introduced to tens of thousands of people across the country. Allen's premise is simple: our productivity is directly proportional to our ability to relax. Only when our minds are clear and our thoughts are organized can we achieve effective productivity and unleash our creative potential. In *Getting Things Done* Allen shows how to:

- * Apply the "do it, delegate it, defer it, drop it" rule to get your in-box to empty
- * Reassess goals and stay focused in changing situations
- * Plan projects as well as get them unstuck
- * Overcome feelings of confusion, anxiety, and being overwhelmed
- * Feel fine about what you're not doing

From core principles to proven tricks, *Getting Things Done* can transform the way you work, showing you how to pick up the pace without wearing yourself down.

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Playing with family in the park, coming to see the water world or hanging out with buddies is thing that usually you could have done when you have spare time, after that why you don't try matter that really opposite from that. One particular activity that make you not experiencing tired but still relaxing, trilling like on roller coaster you already been ride on and with addition info. Even you love Getting Things Done: The Art of Stress-Free Productivity, it is possible to enjoy both. It is good combination right, you still desire to miss it? What kind of hang type is it? Oh come on its mind hangout folks. What? Still don't buy it, oh come on its referred to as reading friends.

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