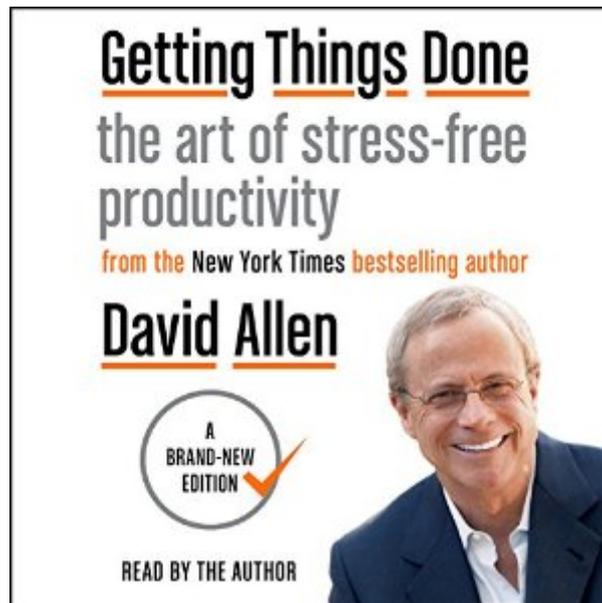


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# Getting Things Done: The Art Of Stress-Free Productivity



## Synopsis

David Allen reads an all-new edition of his popular self-help classic for managing work-life balance in the 21st century - now updated for the new challenges facing individuals and organizations in today's rapidly changing world. Since it was first published more than 15 years ago, David Allen's *Getting Things Done* has become one of the most influential business books of its era and the ultimate book on personal organization. "GTD" is now shorthand for an entire way of approaching professional and personal tasks and has spawned an entire culture of websites, organizational tools, seminars, and offshoots. Allen has rewritten the book from start to finish, tweaking his classic text with important perspectives on the new workplace and adding material that will make the book fresh and relevant for years to come. This new edition of *Getting Things Done* will be welcomed not only by its hundreds of thousands of existing fans but also by a whole new generation eager to adopt its proven principles.

## Book Information

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## Customer Reviews

This book is for all those who are overwhelmed with too many things to do, too little time to do them, and a general sense of unease that something important is being missed. Everyone has experienced times when everything seemed effortless, and progress limitless. David Allen has captured ways for you to achieve that wonderful state of mind and consciousness more often. His key concept is that every task, promise, or assignment has a place and a time. With everything in its proper place and time, you feel in control and replace the time spent on vague worrying with effective, timely action. As a result, the accomplishments grow while the pressure to accomplish decreases. As a result, the book contains many insights into "how to have more energy, be more

relaxed, and get a lot more accomplished with much less effort."The key psychological insight of this book is that rapid progress occurs when you take large, unformed tasks, and break them down and organize them into smaller, sequential steps for exactly what to do and when. The book provides lots of guidance and examples for how to do this. The book is organized into three sections. The first gives you an overview of the whole process for how to get more done in a relaxed way. The second spells out the details of how to implement that process, in a way that a personal coach might use. The third provides subtle insights that help you appreciate the benefits that follow from using the process. Like all good coaches, Mr. Allen understands that appreciating a subject from several perspectives and getting lots of practice with it are critical steps in learning. The process advocated by this book is described with lots of systems flow charts that will appeal to all of the engineers and left-brained people.

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