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Getting Things Done: The Art of Stress-Free Productivity

David Allen

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Getting Things Done the art of stress-free productivity from the New York Times bestselling author David Allen



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David Allen : Getting Things Done: The Art of Stress-Free Productivity before purchasing it in order to gauge whether or not it would be worth my time, and all praised Getting Things Done: The Art of Stress-Free Productivity:

198 of 212 people found the following review helpful. Buy the first edition, it's 100 times better!By FrankI read the first edition a few years ago and gave copies to everyone on my team. It was very actionable. This 2015 edition is not that.This new edition goes into more theory, but that makes it much harder to use as a concise guide of how to get things done.I loved the first edition, but the 2015 edition was tedious to read and I didn't have the patience to get through it. Too bad he ruined a good thing. It would have been better if he'd added a companion book with all the non-

actionable theory, or separate chapters. 2 of 2 people found the following review helpful. Organizing my organizational systems By Derek Too many times in life we try to self organize by piecing together various productivity methods together to make our own Frankenstein's Monster of an organizational system. That was me. After reading GTD, I'm ditching all other methods and choosing just this one. David Allen's methodology to a productive life and clear mind is timeless. In this updated edition he addresses how to incorporate technology in your productivity. GTD is the only method for me! 2 of 2 people found the following review helpful. Life changing! By J Lin This book is simply life changing for anyone who is struggling to keep their head above water at work and in life. The key is to get past all of the hippie bs at the beginning and try the initial brain dump exercise. It will absolutely show you how great this system is! Buy this book right now!!!!!!

"The Bible of business and personal productivity" —Lifhack "A completely revised and updated edition of the blockbuster bestseller from 'the personal productivity guru'" —Fast Company Since it was first published almost fifteen 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. From the Trade Paperback edition.

.com With first-chapter allusions to martial arts, "flow," "mind like water," and other concepts borrowed from the East (and usually mangled), you'd almost think this self-helper from David Allen should have been called *Zen and the Art of Schedule Maintenance*. Not quite. Yes, *Getting Things Done* offers a complete system for downloading all those free-floating gotta-do's clogging your brain into a sophisticated framework of files and action lists--all purportedly to free your mind to focus on whatever you're working on. However, it still operates from the decidedly Western notion that if we could just get really, really organized, we could turn ourselves into 24/7 productivity machines. (To wit, Allen, whom the New Economy bible *Fast Company* has dubbed "the personal productivity guru," suggests that instead of meditating on crouching tigers and hidden dragons while you wait for a plane, you should unsheathe that high-tech saber known as the cell phone and attack that list of calls you need to return.) As whole-life-organizing systems go, Allen's is pretty good, even fun and therapeutic. It starts with the exhortation to take every unaccounted-for scrap of paper in your workstation that you can't junk. The next step is to write down every unaccounted-for gotta-do cramming your head onto its own scrap of paper. Finally, throw the whole stew into a giant "in-basket" where the processing and prioritizing begin; in Allen's system, it gets a little convoluted at times, rife as it is with fancy terms, subterms, and sub-subterms for even the simplest concepts. Thank goodness the spine of his system is captured on a straightforward, one-page flowchart that you can pin over your desk and repeatedly consult without having to refer back to the book. That alone is worth the purchase price. Also of value is Allen's ingenious Two-Minute Rule: if there's anything you absolutely must do that you can do right now in two minutes or less, then do it now, thus freeing up your time and mind tenfold over the long term. It's commonsense advice so obvious that most of us completely overlook it, much to our detriment; Allen excels at dispensing such wisdom in this useful, if somewhat belabored, self-improver aimed at everyone from CEOs to soccer moms (who we all know are more organized than most CEOs to start with). --Timothy Murphy From *Booklist* Allen, a management consultant and executive coach, provides insights into attaining maximum efficiency and at the same time relaxing whenever one needs or wants to. Readers learn that there is no single means for perfecting organizational efficiency or productivity; rather, the author offers tools to focus energies strategically and tactically without letting anything fall through the cracks. He provides tips, techniques, and tricks for implementation of his workflow management plan, which has two basic components: capture all the things that need to get done into a workable, dependable system; and discipline oneself to make front-end decisions with an action plan for all inputs into that system. In short, do it (quickly), delegate it (appropriately), or defer it. While an infomercial for the author's consulting practice, this road map for organizational efficiency may help many who have too much to do in too little time, both professionally and in their personal lives. Mary Whaley Copyright copy; American Library Association. All rights reserved "I am a devout, card-carrying GTD true believer. . . . The entire approach has boosted not only my productivity but also my wider well-being. But what amazes me just as much is how deeply GTD has taken hold around the world. . . . This is a genuine movement." —Daniel H. Pink, author of *Drive* "Getting Things Done offers help building the new mental skills needed in an age of multitasking and overload." —Sue Shellenbarger, *The Wall Street Journal* "I recently attended David's seminar on getting organized, and after seeing him in action I have hope. . . . David Allen's seminar was an eye-opener." —Stewart Alsop, *Fortune* "Allen drops down from high-level philosophizing to the fine details of time management. Take a minute to check this one out." —Mark Henricks, *Entrepreneur* "David Allen's productivity principles are rooted in big ideas . . . but they're

also eminently practical.”—Keith H. Hammonds, *Fast Company*—David Allen brings new clarity to the power of purpose, the essential nature of relaxation, and deceptively simple guidelines for getting things done. He employs extensive experience, personal stories, and his own recipe for simplicity, speed, and fun.”—Frances Hesselbein, chairman, board of governors, Leader to Leader Institute—“Anyone who reads this book can apply this knowledge and these skills in their lives for immediate results.”—Stephen P. Magee, chaired professor of business and economics, University of Texas at Austin—“A true skeptic of most management fixes, I have to say David’s program is a winner!”—Joline Godfrey, CEO, Independent Means, Inc., and author of *Our Wildest Dreams*—“Getting Things Done” describes an incredibly practical process that can help busy people regain control of their lives. It can help you be more successful. Even more important, it can help you have a happier life!”—Marshall Goldsmith, coeditor, *The Leader of the Future and Coaching for Leadership*—WARNING: Reading *Getting Things Done* can be hazardous to your old habits of procrastination. David Allen’s approach is refreshingly simple and intuitive. He provides the systems, tools, and tips to achieve profound results.”—Carola Endicott, director, Quality Resources, New England Medical Center