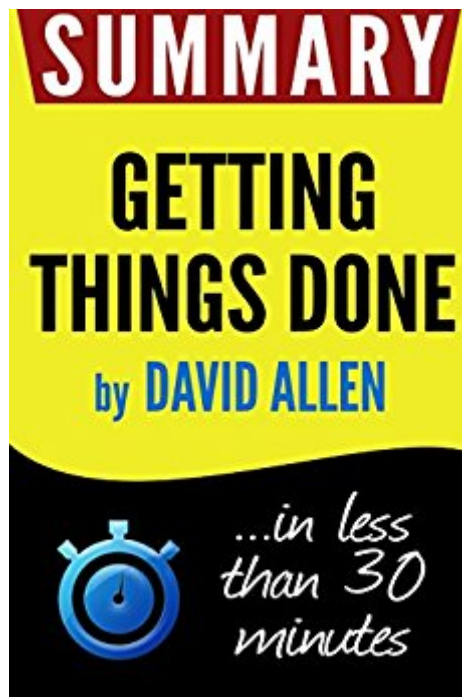


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# Summary Of Getting Things Done: The Art Of Stress-Free Productivity (David Allen)



## Synopsis

Getting Things Done: The Art of Stress-Free Productivity by David Allen | Book Summary (BONUS INSIDE) Getting Things Done contains the indispensable experiences of David Allen, who gives you a comprehensive view on how to achieve a more accomplished life. Following his strategies will definitely leave you with a sense of triumph as you steer your efforts in the right direction. Life doesn't come in neat packages; if you want to be able to complete even the most intimidating of to-do lists with ease and learn to streamline your workflow, read on! Speaking of strategies, it is essential to utilize people and tools that are proven in terms of their competence and efficacy to the best of their abilities. At the same time, we also need to alleviate the stress of those who burn out because of their existing work habitats. A holistic approach provides a positive environment, ensuring retention of principles at workplaces. It guarantees that the best, hardworking people have the space to grow and nourish. We realize this is essential in organizations dealing with adults, yet often overlook it in regards to our children studying in schools and colleges. They are not equipped with the skills to help them process information, build real life connections, and learn the appropriate action to take in order to achieve the best possible outcome. Most importantly, it is required for all of us as individuals to best utilize our capabilities and opportunities to improve ourselves and the world around us. Getting Things Done talks about the control we can have over our life. Allen lays out work-stream discipline and individual productivity protocols in a straightforward format. The book utilizes a horizontal and vertical configuration to inspire you, allowing you to see the immediate results of your efforts as you go along. This book is a three course meal. In the first course, it gives you a brief overview of the system, explaining why it is unique and timely, followed by the basic techniques in their simplest form. Second, the book explains how you can implement the system based on your own understanding and pace using the details of the model. The last course goes through the details of this model, suggesting ways to achieve better outcomes by adopting the book's methodologies into your routines. What the book guarantees is not only possible but accessible right away, and easy to practice as well. It does not require any new skills. You are already familiar with concentrating, establishing priorities, setting goals and taking action accordingly, reflecting on your actions, and making choices. You'll also confirm that all the things you already know and have been practicing unconsciously and subconsciously have been right. It suggests new and more effective ways to raise your basic skills in addition to offering new behaviors to surprise your mind. Here Is A Preview Of What You'll Learn... The Art of Getting Things Done A New Practice for a New Reality Getting Control of Your Life: The Five Steps of Mastering Workflow Getting Projects Creatively Under Way: The Five Phases of Project Planning Practicing

Stress-Free ProductivityGetting Started: Setting Up the Time, Space, and ToolsCapturing: Corraling Your "Stuff" •Clarifying: Getting "In" to EmptyOrganizing: Setting Up the Right BucketsReflecting: Keeping It All Fresh and FunctionalEngaging: Making the Best Action ChoicesGetting Projects Under ControlThe Power of the Key Principles...The Book at A GlanceConclusionFinal ThoughtsNow What?BonusScroll Up and Click on "buy now with 1-Click" to Download Your Copy Right Now\*\*\*\*\*Tags: getting things done, david allen, getting things done david allen, time management, business skills, business planning, productivity

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## Customer Reviews

This was a disappointing summary. I purchased both the summary and the full book by David Allen, hoping the summary would give me a decent overview and head start to understanding the content. Getting Things Done (the full book) is fantastic -- very practical, conversational, and a great read. It's transforming the way I work. Unfortunately, this summary of the book loses all the conversational feel, and it comes across as a string of business buzzwords. If you read this book, please don't use it to evaluate David Allen's classic work. Instead, just go straight to the real thing -- it's worth your time and effort, which will be paid back multiplied over in productivity gains to come.

If you don't want to take the time to listen to someone tell you that you need to be more efficient and

hear all their reasoning behind it, Read this. This book gives the ability to stop trying to multi task and really go after what I want in less time. I learned so much! This little book was exactly what I was looking for. Short, direct and with all main topics of the original book. A good reference.

This book is a great way to get a handle on all that stuff in our lives and figure out how to better manage the flow of information that never seems to stop. This however is my own default and doesn't really speak to the effectiveness of this system. The quality of our workflow management is only as good as the weakest link in this five stage chain, meaning that if you are only able to collect things and do not take timely and appropriate action, you will not achieve your desired results. This book was able to help me in getting organized in everything I do. I recommend this book for all!

This book is very useful and straight to the point. This book gave me enough information to know that this is something that I will dig deeper into. This book also gives me the ability to stop trying to multitask and really go after what I want in less time. Highly recommended. â €

This is all about self control and this book is very inspiring. Sometimes we find it hard to get things done and this book will help us learn to speed up. I have learn that in everything we do we should put an effort on it.

I am an extremely busy person and I always seem to have so many things to do. I have wanted to sort out so many things but just didnâ™t get round to it. My husband suggested I get a book and gets some ideas how to get things sorted. When I saw this book I was pleased. It has three great sections. I have been using it and it has helped so much. It is easy to read and understand. It has given me a greater understanding and I must admit I am far more productive and my life is not so chaotic. I now have tools and strategies I can rely on to help me to get things done. I have used it to help prepare my son for his up and coming exams, to sort out the list of things I need to do for my house it has just helped me to feel more in control of my routine.

Real cool book! I can see many new facts! One of the great book which I read. Book contain a lot of interesting and important information for every person. Here you can see a lot of advices to do your life better. I recommend this book for all!

This is an excellent informative guide. The information and tips provided are really necessary and

helpful. This book is a great way to get a handle on all that stuff in our lives and figure out how to better manage the flow of information that never seems to stop. This however is my own default and doesn't really speak to the effectiveness of this system. The hardest part I'm having is developing the habits to keep my inbox clean. Overall, this book is well written and easy to understand. Highly recommended.

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