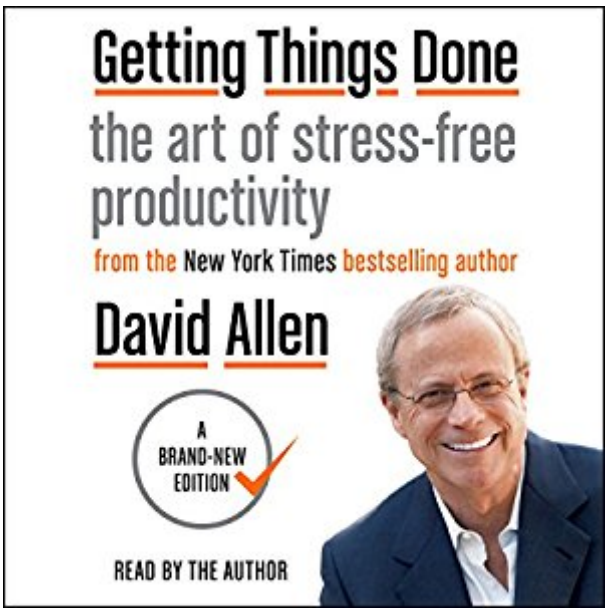
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Getting Things Done: The Art Of Stress-Free Productivity



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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

Audible Audio Edition
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Whispersync for Voice: Ready
Language: English
ASIN: B01B6WSK5C
Best Sellers Rank: #3 inÃ Â Books > Self-Help > Time Management #4 inÃ Â Books > Business & Money > Skills > Time Management #5 inÃ Â Books > Self-Help > Stress Management

Customer Reviews

I 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.

...this should be it! Most people suffer from an overwhelming amount of wasted and tied up emotional and mental energy because we lack the tools to properly outsource the storage of incomplete tasks. This book clearly outlines a simple way to approach the increasingly complicated and intricate world we interact with. The iterative nature of the process and system allows you to take what you can and apply it without having to dedicate an entire day/week/month to revamping your organizational system.Highly highly highly recommended to anyone seeking to find some clarity of purpose and direction in their professional or personal lives.

Although many of the topics in this book are relatively simple and obvious actions to take for productivity, the underlying detail of why these steps taken together with extensive detail on various methods one can use for each step of getting things done makes this book a necessity. Out of the many self-improvement and productivity books I have read, this is the best at not trying to teach only one way to improve. It focuses on what steps to take, but the final implementation is meant to be tailored to the individual. Allen knows that every person is most productive in slightly different ways.

Getting Things Done was a wonderful book for three reasons:1) It made you stop and think about your productivity.2) The techniques are simple to understand and their reasoning behind them are explained.3) It had a step by step methodology for implementation of the techniques.The one criticism I would make is that it did at times come off as a cheesy self promoting used car salesman or evangelist in promoting the book and its material.The main focus of the book is this: you need to not be thinking about the things you need to do. If you do this creates anxiety and splits your attention making you less effective than you otherwise would. Therefore when you are presented with a task or an issue the best way to go about organizing your thoughts is to base your organization on what the next action will be. Allen also writes about how to set up organizationally so that your processes are efficient and useful.Overall, I thought it was an exceptional book and I recommend it to anybody wanting to think about and improve their organization and productivity.

This book was my companion as I tried to grappling with an out of control work schedule and project tasks. I normally take on too much responsibility. I had not learned to say no, and worse, I was no longer in school so the mental strain I experienced from what I thought I was capable of doing and where my performance was at was staggering. Allen’s book was my answer. I read it cover to cover over Thanks Giving weekend, and then figured out how I could implement the strategies.I made the mistake of trying to do things piecemeal. I proved futile given the dynamic and fluid nature of the

non-profit work I was doing. What ended up happening was that over the Christmas weekend of that year I came in to the office and implemented the full GTD system. That was a needed endeavor and very much paid off in the long run. I have been using his system, a bit updated since I started using the Franklin Covey planners and stopped relying solely on digital note taking and calendaring.This is an incredibly worthwhile read, and the suggestions should be taken as pragmatic applications you have to approach in order to truly make sense of the system.

This is a very well-written book, and a lot of excellent information. For me, it just reconfirmed that I am doing things right. Every sentence, practically, I was nodding my head and saying, "I already do that, I already do that..." I've used a tickler file for years and years. Nice to know I am not screwing up my life ha ha.One new takeaway was the 2-minute rule. I really like that, so I did get something out of the book. Good refresher course for somebody who is already organized.It also motivated me to tackle a few "piles" each time I put the book down after reading for an afternoon. So, there is that. Very motivational.Nice job Mr. Allen.

I was an early adopter of David Allen's method when his book first came out. It is now a daily habit and has changed my life. Rereading this after all these years since the first edition gave me a real boost. I notice myself making an extra effort to use his technique and stay organized. I liked reading what he has learned and am incorporating his new ideas into my "trusted system."Anxiety due to information overload and juggling the demands of work and home is rampant in our society. I believe that David Allen's basic recommendation to get your tasks out of your head and into your trusted system is a great antidote. His recommendation to identify the "next action" you need to take for each of your projects helps keep each project moving toward completion. It takes the pressure off by focusing on one task instead of the entire project.Thanks, David, for completely changing my way of getting and staying organized, especially during times when it feels like I have lost control over my inboxes and my priorities!

I have had this book on my shelf for years. Forgot I had it, then bought it as an eBook. Finally read it, and have begun to implement the system. It works. I love it. This should be required reading for any young professional entering the workplace and especially for any emerging leader.

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Getting Things Done: The Art of Stress-Free Productivity by David Allen - Book Summary Getting Things Done: The Art of Stress-Free Productivity Time Management: Guide to Time Management

Skills, Productivity, Procrastination and Getting Things Done (time management, procrastination, productivity, ... successful people, efficiency, schedule) Productivity: Become a Master in Getting Things Done (Managing, Time, Energy, Procrastination, Procrastinator, Management) Ready for Anything: 52 Productivity Principles for Getting Things Done Beat Procrastination: Proven Methods for Motivation, Productivity, and Getting Things Done!: No Psychological theory, just simple solution to help you beat procrastination and take your life back! Debt Free for Life: The Ultimate Guide to Get Out of Debt (FREE Bonuses Included) (Debt, Debt Free, Debt Free Forever, Debt Free for Life, Debt Free for Good, Debt Management, Get Out of Debt) Allergy-free Desserts: Gluten-free, Dairy-free, Egg-free, Soy-free, and Nut-free Delights The Get it Done Divas Guide to Business: The Definitive Guide to Getting it Done and Standing Out as a Leader and Expert Ready, Set...PROCRASTINATE!: 23 Anti-Procrastination Tools Designed to Help You Stop Putting Things off and Start Getting Things Done Clutter-Free: ONE HOUR A WEEK DECLUTTER! Simple Stress-Free Habits of a Clutter-Free Life.How to Organize Your Home,Finance&Lifestyle! (Clutter Free,Lifestyle,Clutter,Declutter) DIY Projects: Save Time & Money Maintaining Your Home With Simple DIY Household Hacks, Home Remedies: Increase Productivity & Save Time with Frugal Living ... And Organizing, Increase Productivity) DIY Household Hacks for Beginners: DIY Hacks For Cleaning And Organizing, Increased Productivity, Declutter your Home (DIY Home Improvements, DIY Household ... And Organizing, Increase Productivity) The 30-Day Productivity Plan: Break The 30 Bad Habits That Are Sabotaging Your Time Management - One Day At A Time! (The 30-Day Productivity Boost Book 1) The Healthy Gluten-Free Life: 200 Delicious Gluten-Free, Dairy-Free, Soy-Free and Egg-Free Recipes! Gluten Free: Gluten Free Diet for Beginners: Create Your Gluten Free Lifestyle for Vibrant Health, Wellness & Weight Loss (Gluten-Free Diet, Celiac Disease, Wheat Free, Cookbook Book 1) Workaholic?: A 12-step guide to having a life AND getting things done Execution: The Discipline of Getting Things Done Getting New Things Done: Networks, Brokerage, and the Assembly of Innovative Action Stephen R. Covey’s The 4 Disciplines of Execution: The Secret To Getting Things Done, On Time, With Excellence - Live Performance

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