



# The Complete Idiot's Guide to Getting Things Done

*Jeff Davidson MBA CMC*

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*The secret to getting more checks on that to-do-list*

As companies and workers are being pressured to do more for less, new ways of becoming more time-productive are essential. *The Complete Idiot's Guide to Getting Things Done* gives readers the tools they need to increase personal productivity in the workplace, including how to visualize short- and long-term goals, tear down the walls of procrastination, manage energy instead of time, streamline work space, run productive meetings, work effectively with others, and more.

-Over the past 10 years, American productivity has risen 46% while hours worked have remained flat (Bureau of Labor Statistics)

-Books on personal productivity sell very well-Author's related book, *The Complete Idiot's Guide to Managing Your Time*, is phenomenally successful

-Author is a nationally recognized speaker

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### **From reader reviews:**

#### **Luke Palmieri:**

Spent a free the perfect time to be fun activity to perform! A lot of people spent their spare time with their family, or their particular friends. Usually they carrying out activity like watching television, going to beach, or picnic in the park. They actually doing same task every week. Do you feel it? Will you something different to fill your own personal free time/ holiday? Might be reading a book might be option to fill your free of charge time/ holiday. The first thing that you ask may be what kinds of book that you should read. If you want to consider look for book, may be the publication untitled The Complete Idiot's Guide to Getting Things Done can be good book to read. May be it is usually best activity to you.

#### **Mary Larrick:**

Is it an individual who having spare time and then spend it whole day by simply watching television programs or just resting on the bed? Do you need something new? This The Complete Idiot's Guide to Getting Things Done can be the solution, oh how comes? A book you know. You are so out of date, spending your extra time by reading in this fresh era is common not a geek activity. So what these textbooks have than the others?

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