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Getting Things Done (GTD) is a time management method, described in the book of the same title by productivity consultant David Allen.. The GTD method rests on the idea of moving planned tasks and projects out of the mind by recording them externally and then breaking them into actionable work items. This allows attention to be focused on taking action on tasks, instead of recalling them.

Getting Things Done Quotes by David Allen

Getting Things Done: The Art of Stress-free Productivity ... Getting things done : the art of stress-free productivity / David Allen. p. cm. Includes index. ISBN 0-670-89924-0 (he.) ISBN 0 14 20.0028 0 (pbk.) 1. Time management. 2. Self-management (Psychology). I. Title. BF637.T5 A45 2001 646.7—dc21 00-043757 Printed in the United States of America Set in Adobe Caslon Designed by Sara E. Stemen

Getting Things Done: The Art of Stress-Free Productivity by David Allen. 129,965 ratings, 3.98 average rating, 5,117 reviews. Getting Things Done Quotes Showing 1-30 of 372. "If you don't pay appropriate attention to what has your attention, it will take more of your attention than it deserves." — David Allen, Getting Things Done: The Art of Stress-Free Productivity.

Getting Things Done is David Allen's framework for keeping track of and organizing your projects and tasks. But it's no run-of-the-mill to-do list. Its purpose is to give you a system that you can trust completely and that will gather your ideas, projects, and to-do's in a way that is thorough, actionable, and uncomplicated.

Getting Things Done—The Art of Stress-Free Productivity 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.

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"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  
David Allen's Getting Things Done® (GTD®) is the work-life management system that alleviates overwhelm, and instills focus, clarity, and confidence. David Allen's Getting Things Done®  
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ticing Stress-Free ...

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

Based on the premise that productivity is directly proportional to one's ability to handle tasks in a relaxed manner, the author offers strategies for self-management that minimize stress and enhance one's focus and efficiency The art of getting things done. Getting Things Done: The Art of Stress-Free Productivity - Kindle edition by Allen, David, Fallows, James. Download it once and read it on your Kindle device, PC, phones or tablets. Use features like bookmarks, note taking and highlighting while reading Getting Things Done: The Art of Stress-Free Productivity.

Getting Things Done® - David Allen's GTD® Methodology

In today's world, yesterday's methods just don't work. In Getting Things Done, veteran coach and management consultant David Allen shares the breakthrough methods for stress-free performance that he has introduced to tens of thousands of people across the country.

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Getting Things Done The Art

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Getting Things Done: The Art of Stress-Free Productivity ...

The Art of Getting Things Done. 1. A New Practice for a New Reality. IT’S POSSIBLE FOR a person to have an overwhelming number of things to do and still function productively with a clear head and a positive sense of relaxed control. That’s a great way to live and work, at elevated levels of effectiveness and efficiency.

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Getting things done : the art of stress-free productivity ...

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David Allen's Getting Things Done describes a very powerful system for controlling the long list of to-do items we all carry around in our heads. I have been using parts of this system since 1985. The basic principle is straightforward - write down everything you want to do - or might want to do - and keep those lists orderly and ...

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Getting Things Done—The Art of Stress-Free Productivity ...  
In Getting Things Done David Allen teaches you how to keep a clear head, relax and organise your thoughts while implementing the methods that he has introduced at organisations like Microsoft, Lockheed and the US Department of Justice: Learn the 'do it, delegate it, defer it, drop it' principle to empty your in-tray.

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Getting Things Done: The Art of Stress-Free Productivity ...  
Getting Things Done Gets Things Done. This is a very good book for figuring out how an individual can set up a PRACTICAL system for getting things done. I highly recommend it. I heard the author on Freethought Radio, and he sounded like he knew what he was talking about, so I got one of his books, and it was well worth it.

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