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Summary (Personal Stress
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~~Allen GTD explained in~~
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~~Done THE ART OF SUCCESS~~ Part 1/2 |
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Getting Things Done by David
Allen (Study Notes) ~~Getting~~
~~Things Done - How to Get~~
~~MASSIVE Loads of Work Done~~
~~EVERY DAY~~ David Allen's Top
10 Rules For Success

Where To Download Summary Getting Things Done (@gtdguy) The Art Of Stress

What I Learned From 20 Years
of Doing GTD *Getting Things
Done By David Allen Full
Audiobook* Getting Things
Done core principles
explained in less than 4
minutes ~~Simplifying the GTD~~

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method in my planner
Organizing Next Actions
(GTD) Success in a
distracted world: DEEP WORK
by Cal Newport The Art of
Stress-Free Productivity:
David Allen at
TEDxClaremontColleges

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Done: The Art Of Stress
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| Book Summary by Madhuri
Varma Interview: David Allen
- Productivity Legend and
Creator of Getting Things
Done

Getting Things Done (GTD) by

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David Allen | Animated Book
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Things Done | Lynda.com *How
to Get Things Done, Stress-
Free (GTD) | David Allen*

David Allen: Getting Things
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Summary Getting Things Done
The

Getting Things Done Summary.
1-Sentence-Summary: Getting
Things Done is a manual for

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stress-free productivity,
which helps you set up a
system of lists, reminders
and weekly reviews, in order
to free your mind from
having to remember tasks and
to-dos and instead let it
work at full focus on the

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Getting Things Done Summary
- Four Minute Books

In this book summary of
Getting Things Done, we will
break down the GTD
methodology outlined by

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David Allen. GTD is one of the most popular productivity systems out there today and with good reason; it's a very effective system for clearing your mind of all inputs. So you can focus on

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the things that are truly
important, which in turn is
going to allow you to do
your best work.

Summary of Getting Things
Done by David Allen
– David Allen, Getting

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Things Done “Your ability to generate power is directly proportional to your ability to relax.” – David Allen, Getting Things Done

“Anything that causes you to overreact or underreact can control you, and often

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Done.” — David Allen,
Getting Things Done “If it’s
on your mind, your mind
isn’t clear.”

Getting Things Done Summary
| #1 FREE Review, Summary &
Quotes

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Getting things done requires two basic components: Outcome. Defining what “done” means. Action. What “doing” looks like. You need to control commitments, projects, and actions in two ways: Horizontally.

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Maintaining coherence across
all the activities in which
you are involved.

Vertically.

Book Summary: Getting Things
Done by David Allen | Sam

...

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Done The Art Of Stress

(GTD) program is designed to help you do the things you have to do with less time, energy, and effort so you can do more of the things you want to do. It takes every task and reminder out

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Done your head and into an external system of lists and files so that you can focus all your mental energy on the task at hand.

Getting Things Done Book
Summary by David Allen

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The “Getting Things Done” or GTD system is a well known and widely used productivity methodology that many people swear by. I was particularly interested in exploring GTD because of its endurance as one of the most popular

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Getting Things Done by David
Allen (Including Infographic

...

Often called "the modern
Bible of productivity
books," "Getting Things

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Done” is probably the only book of its kind with a cult following. So, get ready to discover why the method elucidated in this book is so popular and why its author, David Allen, was once described by The

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Guardian as “the man who can bring order to your universe”!

Getting Things Done Summary
- David Allen

Getting Things Done (GTD) is a time management and

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productivity system that helps you complete tasks and meet commitments in a stress-free and efficient manner using a comprehensive system of lists and calendars. The fundamental idea of the GTD method is to put down all

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your tasks in writing to
ensure that you won't forget
anything.

Getting Things Done: the GTD
method explained in 5 steps

...

Getting Things Done is

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divided into three parts.
Part 1 provides an outline
for getting control of your
life through the five stages
of mastering workflow:
collection, processing,
organizing, reviewing and
doing.

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Getting Things Done: The Art
of Stress-Free Productivity

...

The Getting Things Done or
GTD workflow is based on a
few key principles: Managing
action with a bottom-up

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approach Most people waste time and energy rearranging incomplete lists of unclear “stuff”, which they make no progress on. We need to start by gather everything that requires thinking about, and think about our

Where To Download Summary Getting Things Done before we do it.

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Book Summary - Getting
Things Done: The Art of
Stress-Free ...

Organizing 'stuff that needs
to get done' in a trusted
system reduces stress. If

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Done 'The Art Of Stress
Free Productivity' is not in a
trusted system, it will keep
popping up in your head,
reducing efficiency. 2. Five
Stages of Mastering Workflow

Getting Things Done: Chapter-
by-Chapter Reading Notes

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Getting Things Done — by
David Allen This book is as
highly regarded as the
ultimate guide in
efficiency. It is all about,
as the title suggests,
Getting Things Done. The
book provides a full-on

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Done The Art Of Stress
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system that, once fully
implemented, will mean
nothing ever gets missed:
Capture, Clarify, Organise,
Reflect, Engage.

Getting Things Done Summary
- What You Will Learn

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Getting Things Done -
D.Allen (summary) In his
book Getting things done,
David Allen describes a
system which helps to
achieve a life with 'mind
like water', which is the
secret of productivity. When

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Something is thrown into a glass of water, the water wrinkles, but in the end, the water finds its peace back.

Getting Things Done -
D.Allen (summary) |

Where To Download Summary Getting Things Done The Art Of Stress

The lowdown: Learn the keys to stress-free productivity with this Getting Things Done Summary. It's not often a book is so popular that it becomes an acronym, but GTD has done exactly that. Never

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Done The Art Of Stress
miss a new summary! ☐☐

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Getting Things Done Summary
| BookSummaryClub

GTD—or “Getting things
done”—is a framework for
organizing and tracking your
tasks and projects. Its aim

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Done a bit higher than just
“getting things done”,
though. (It should have been
called “Getting things done
in a much better way than
just letting things happen,
which often turns out not to
be very cool at all”.)

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GTD in 15 minutes – A
Pragmatic Guide to Getting
Things Done

THE GETTING THINGS DONE
METHOD Getting Things Done
outlines a process called
the “5 Stages of Mastering

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Workflow” which can be shown visually by the following model. For this summary I will summarise each stage of this process and define the key steps that need to occur at each stage in order to get things done.

Where To Download Summary Getting Things Done The Art Of Stress

Getting Things Done | PDF
Book Summary | By David
Allen

Read this complete Getting
Things Done summary to get a
feel of the book. THE ART OF
GETTING THINGS DONE Chapter

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1: A new practice a new reality – In this chapter the author introduces the reader to the basics of his method. He also introduces the fact that many professionals and business people are facing nowadays.

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Getting Things Done Summary
- Self Development Secrets
This is a summary of David
Allen's popular book
"Getting Things Done: The
Art of Stress-Free
Productivity ". We've taken

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The great concepts,
strategies & tips and
rephrased them into an easy
to read, but complete
summary.

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Done/GETTING THINGS DONE

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In today's world,
yesterday's methods just
don't work. Veteran coach
and management consultant
David Allen recognizes that
time management is useless

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The minute your schedule is interrupted; setting priorities isn't relevant when your e-mail is down; procrastination solutions won't help if your goals aren't clear. Instead, Allen shares with readers the

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proven methods he has already introduced in seminars and at top organizations across the country. The key to Getting Things Done? Relaxation. Allen's premise is simple: our ability to be productive

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Done The Art Of Stress Free Productivity
is directly proportional to our ability to relax. Only when our minds are clear and our thoughts are organized can we achieve stress-free productivity. His seamless system teaches us how to identify, track, and-most

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important-choose the next action on all our tasks, commitments, and projects and thus master all the demands on our time while unleashing our creative potential. The book's stylish, dynamic design

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Done The Art Of Stress
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Makes it easy to follow
Allen's tips, examples, and
inspiration to achieve what
we all seek-energy, focus,
and relaxed control.

#1 NEW YORK TIMES BESTSELLER

- More than two million

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Copies in print! The premier resource for how to deliver results in an uncertain world, whether you're running an entire company or in your first management job. "A must-read for anyone who cares about

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Done.”—The New York Times When Execution was first published, it changed the way we did our jobs by focusing on the critical importance of “the discipline of execution”: the ability to make the

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final leap to success by actually getting things done. Larry Bossidy and Ram Charan now reframe their empowering message for a world in which the old rules have been shattered, radical change is becoming routine,

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and the ability to execute is more important than ever. Now and for the foreseeable future:

- Growth will be slower. But the company that executes well will have the confidence, speed, and resources to move fast as

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new opportunities emerge. •
Competition will be fiercer,
with companies searching for
any possible advantage in
every area from products and
technologies to location and
management. • Governments
will take on new roles in

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their national economies,
some as partners to
business, others imposing
constraints. Companies that
execute well will be more
attractive to government
entities as partners and
suppliers and better

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prepared to adapt to a new wave of regulation. • Risk management will become a top priority for every leader. Execution gives you an edge in detecting new internal and external threats and in weathering crises that can

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never be fully predicted.
Execution shows how to link
together people, strategy,
and operations, the three
core processes of every
business. Leading these
processes is the real job of
running a business, not

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formulating a “vision” and leaving the work of carrying it out to others. Bossidy and Charan show the importance of being deeply and passionately engaged in an organization and why robust dialogues about

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Done, The Art Of Stress
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People, strategy, and operations result in a business based on intellectual honesty and realism. With paradigmatic case histories from the real world—including examples like the diverging paths

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taken by Jamie Dimon at
JPMorgan Chase and Charles
Prince at

Citigroup—Execution provides
the realistic and hard-nosed
approach to business success
that could come only from
authors as accomplished and

Where To Download Summary Getting Things Done The Art Of Stress Insightful as Bossidy and Charan. Free Productivity

An adaptation of the
business classic Getting
Things Done for teenage
readers The most
interconnected generation in

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history is navigating unimaginal amounts of social pressure, both in personal and online interactions. Very little time, focus, or education is being spent teaching and coaching this generation how

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to navigate this unprecedented amount of "stuff" entering their lives each day. How do we help the overloaded and distracted next generation deal with increasing complexity and help them not only survive,

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but thrive? How do we help them experience stress-free productivity and gain momentum and confidence? How do we help them achieve autonomy, so that they can confidently take on whatever comes their way? Getting

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Things Done for Teens will train the next generation to overcome these obstacles and flourish by coaching them to use the internationally renowned Getting Things Done methodology. In its two editions, David Allen's

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Classic has been translated into dozens of languages and sold over a million copies, establishing itself as one of the most influential business books of its era, and the ultimate book on personal organization.

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Teens will adapt its lessons by offering a fresh take on the GTD methodology, framing life as a game to play and GTD as the game pieces and strategies to play your most effective game. It presents

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GTD in a highly visual way and frames the methodology as not only as a system for being productive in school, but as a set of tools for everyday life. Getting Things Done for Teens is the how-to manual for the next

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generation - a strategic
guidebook for creating the
conditions for a fruitful
and effective future.

Every idea in this book is
focused on increasing your
overall levels of

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productivity, performance,
and output and on making you
more valuable in whatever
you do. You can apply many
of these ideas to your
personal life as well. Each
of these twenty-one methods
and techniques is complete

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in itself. All are necessary. One strategy might be effective in one situation and another might apply to another task. All together, these twenty-one ideas represent a smorgasbord of personal

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effectiveness techniques
that you can use at any
time, in any order or
sequence that makes sense to
you at the moment. The key
to success is action. These
principles work to bring
about fast, predictable

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Improvements in performance and results. The faster you learn and apply them, the faster you will move ahead in your career - guaranteed! There will be no limit to what you can accomplish when you learn how to Eat That

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An accessible, practical,
step-by-step how-to guide
that supplements Getting
Things Done by providing the
details, the how-to's, and
the practices to apply GTD

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more fully and easily in
daily life The incredible
popularity of Getting Things
Done revealed people's need
to take control of their own
productivity with a system
that reduces the stress of
staying on top of it all.

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Around the world hundreds of certified trainers and coaches are engaged full time in teaching the process, supported by a grassroots movement of Meetup groups, LinkedIn groups, Facebook groups,

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podcasts, blogs and dozens
of apps based on it. While
Getting Things Done remains
the definitive way to gain
perspective over work and
create the mental space for
creativity and mindfulness,
The Getting Things Done

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Workbook enhances the original by providing an accessible guide to the GTD methodology in workbook form. The workbook divides the process into small, manageable segments to allow for easier learning and

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Done. Each chapter
identifies a challenge the
reader may be facing--such
as being overwhelmed by too
many to-do lists, a messy
desk, or email overload--and
explains the GTD concept to
address. The lessons can be

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Learned and implemented in almost any order, and whichever is adopted will provide immediate benefits. This handy instructional manual will give both seasoned GTD users and newcomers alike clear action

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Done to take to reach a
place of sustained
efficiency.

The author of Getting Things
Done makes recommendations
for altering one's
perspectives in order to see

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Done as a game that can be won, offering suggestions for handling information overload, achieving focus, and trusting oneself while making decisions. 125,000 first printing.

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- More than 500 appearances on national bestseller lists
- #1 Wall Street Journal, New York Times, and USA Today
- Won 12 book awards
- Translated into 35 languages
- Voted Top 100 Business Book of All Time on

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Goodreads People are using this simple, powerful concept to focus on what matters most in their personal and work lives. Companies are helping their employees be more productive with study groups, training,

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and coaching. Sales teams are boosting sales. Churches are conducting classes and recommending for their members. By focusing their energy on one thing at a time people are living more rewarding lives by building

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their careers, strengthening
their finances, losing
weight and getting in shape,
deepening their faith, and
nurturing stronger marriages
and personal relationships.
YOU WANT LESS. You want
fewer distractions and less

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on your plate. The daily barrage of e-mails, texts, tweets, messages, and meetings distract you and stress you out. The simultaneous demands of work and family are taking a toll. And what's the cost?

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Second-rate work, missed deadlines, smaller paychecks, fewer promotions--and lots of stress. AND YOU WANT MORE. You want more productivity from your work. More income for a better lifestyle. You

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want more satisfaction from
life, and more time for
yourself, your family, and
your friends. NOW YOU CAN
HAVE BOTH – LESS AND MORE.
In The ONE Thing, you'll
learn to * cut through the
clutter * achieve better

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results in less time * build
momentum toward your goal*
dial down the stress *
overcome that overwhelmed
feeling * revive your energy
* stay on track * master
what matters to you The ONE
Thing delivers extraordinary

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Done The Art Of Stress
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results in every area of
your life--work, personal,
family, and spiritual.

WHAT'S YOUR ONE THING?

This is a summary of David
Allen's popular book
"Getting Things Done: The

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Productivity . " We've taken all the great concepts, strategies & tips and rephrased them into an easy to read, but complete summary. Time management, in and of itself, is of little

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value unless it's combined with an effective, dependable and easy to use organizational system. Information overload and the need to process large volumes of data and work projects will choke your

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productivity unless you have an efficient work flow system in place that you trust completely and will ACTUALLY USE. The strategies and tips in this book will give you the tools you need to develop and utilize

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precisely that type of
empowering system.

With the countless
distractions that come from
every corner of a modern
life, it's amazing that were
ever able to accomplish

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anything. The Power of Less demonstrates how to streamline your life by identifying the essential and eliminating the unnecessary freeing you from everyday clutter and allowing you to focus on

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accomplishing the goals that
can change your life for the
better. The Power of Less
will show you how to: Break
any goal down into
manageable tasks Focus on
only a few tasks at a time
Create new and productive

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Increase your efficiency By
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setting limits for yourself
and making the most of the
resources you already have,
you'll finally be able work
less, work smarter, and
focus on living the life

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