



## **A Joosr Guide to... Getting Things Done by David Allen: The Art of Stress-Free Productivity**

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Do you constantly feel overwhelmed by your to-do list? Or do you not even have a to-do list, just a buzz of gotta-dos clogging up your brain? Discover the Getting Things Done system, which has helped millions master the art of productivity.

There's no shortage of books out there that preach on the topic of improving work habits and behaviors. Many of them are a waste of precious paper, and a drain on the reader's valuable time. Unlike many books Getting Things Done by David Allen demonstrates the importance of being task-oriented, and imparts valuable strategies and tactics to stop thinking and start doing. These practical and common-sense tips will have you storming through your to-do list in no time.

You will learn:

- How to utilize your six horizons to focus on and achieve your goals
- How to manage your to-do list in five easy steps
- Why a to-do list is redundant without self-reviews.

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