



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

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BOOK SUMMARY ON Getting Things Done: The Art of Stress-Free Productivity by David Allen (updated 2015)

ORIGINAL BOOK DETAILS FOR GETTING THINGS DONE:

A completely revised and updated edition of the blockbuster bestseller from “the personal productivity guru” (Fast Company)

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. “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.

Paperback: 352 pages

Publisher: Penguin Books; Revised edition (March 17, 2015)

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About the Author

David Allen is widely recognized as the world’s leading expert on personal and organizational productivity. He has more than thirty years of pioneering research and experience as a management consultant and executive coach to some of America’s most prestigious organizations, such as New York Life, the World Bank, and the U.S. Navy.

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Praise for Getting Things Done

“The Season’s Best Reads for Work-Life Advice . . . my favorite on organizing your life: 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

“Allen drops down from high-level philosophizing to the fine details of time management. Take a minute to check this one out.”

—Mark Henricks, Entrepreneur

“David Allen’s productivity principles are rooted in big ideas . . . but they’re also eminently practical.”

—Keith H. Hammonds, Fast Company

“David Allen brings new clarity to the power of purpose, the essential nature of relaxation, and deceptively simple guidelines for getting things done. He employs extensive experience, personal stories, and his own recipe for simplicity, speed, and fun.”

—Frances Hesselbein, chairman, board of governors,
The Drucker Foundation

“Anyone who reads this book can apply this knowledge and these skills in their lives for immediate results.”

—Stephen P. Magee, chaired professor of business and
economics, University of Texas at Austin

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Daniel McCullough:

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David Manning:

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Laurence Asher:

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Danilo Ernest:

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