campus tech
experience matters

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Students · Educators · Schools · Non-Profit

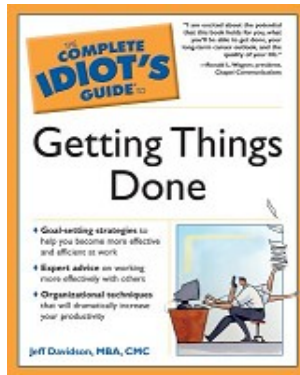**STUDENT SHOP** | **EDUCATOR / STAFF SHOP** | **SCHOOL SHOP** | **NON-PROFIT SHOP**

Software

The Complete Idiot's Guide to Getting Things Done

Business & Productivity
Digital Publishing
Digital Video
Engineering & CAD
K-12
Languages
Licenses
Math & Science
Music & Audio
Programming
Screenplay
Security
Test Prep
Training
Utilities

Overview | **Specifications** | **Additional Info**

"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 Idiots 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
-Authors related book, "The Complete Idiots Guide to Managing Your Time," is phenomenally successful
-Author is a nationally recognized speaker