



1-59257-421-1

US \$18.95/\$26.50 CAN

Paperback

352 pp/7 3/8" x 9 1/8"

Carton: 24

Rights: World

Publishing history: Original

EAN: 9781592574216 51895

## The Complete Idiot's Guide® to Getting Things Done

Jeff Davidson

*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 Idiot's 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
- Author's related book, *The Complete Idiot's Guide® to Managing Your Time*, is phenomenally successful
- Author is a nationally recognized speaker

**Jeff Davidson, M.B.A., C.M.C.**, is the author of over 25 books including *The Complete Idiot's Guide® to Managing Your Time*, and *The Complete Idiot's Guide® to Managing Stress*. He is a nationally recognized consultant, educator, and public speaker, and the founder of The Breathing Space Institute, a firm specializing in time management for individuals and organizations.