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**The Complete Idiot's Guide to Getting Things Done**

- Author: Davidson, Jeff
- Publisher: Alpha Books
- Binding: Paperback
- Copyright: 2005
  
- ISBN-13: 9781592574216
- ISBN-10: 1592574211
- Book Description:

"The secret to getting more checks on that to-do-list a]"

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