

David Allen's Getting Things Done Summary: The Art of Stress Free Productivity

SUMMARY



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This is a Summary of David Allen's book, Getting Things Done. The focus is on his innovated method of improving organizational skills, increasing productivity, completing unfinished tasks and putting into effect new systems to decide on new tasks and also how to go about them. He encapsulates the five organizational steps required to give structure to the process. He writes about different principles ways to select the new task, talks about a threefold model that will help in deciding on the work and the steps or targets to review the task.

The detailed methods - using lists and inboxes and filing systems - help in completing major and minor tasks and projects in a seam manner and with reduced anxiety and stress since the work is easier to get done. The book offers the reader detailed guidance, including using digital tools and email inboxes for greater productivity. It includes flexible solutions for those whose daily life has more family or personal work than professional. Readers can select and follow all the methods detailed in the book or select only those that are applicable and useful to them. The new edition features updated information based on latest scientific research. This is a Summary & Analysis of the latest book. This summary is aimed for those who want to capture the gist of the book but don't have the current time to devour all 294 pages. You get the main summary along with all of the benefits and ons the actual book has to offer. This summary is intended to be used with

reference to the original book.