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The Art Of  
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Productivity**

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Summary David  
Allen (get Book**

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~~REVIEW~~ ~~How To Get~~  
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~~Tim Ferriss Show~~  
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1: *GTD® Book Club -  
Getting it EverDone®*  
Getting Things Done  
(GTD) for Beginners:  
How to Get Started  
for 2021 GTD

explained in minutes

**HOW TO BE MORE  
PRODUCTIVE |**

**Getting Things Done  
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review**

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Getting Things Done  
The Art

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“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

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Things Done  
seminar was an eye-  
opener.” —Stewart  
Alsop, Fortune

Stress Free

Productivity

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Getting Things Done:  
The Art of Stress-Free  
Productivity ...

The Art of Getting  
Things Done. 1. A  
New Practice for a  
New Reality. IT'S  
POSSIBLE FOR a  
person to have an

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overwhelming number of things to do and still function productively with a clear head and a positive sense of relaxed control.

That's a great way to live and work, at elevated levels of effectiveness and efficiency.

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Getting Things Done:  
The Art of Stress-Free  
Productivity ...

Based on the premise that productivity is directly proportional to one's ability to handle tasks in a relaxed manner, the author offers strategies for self-management that minimize stress and enhance one's focus and efficiency The art

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of getting things done.

The Art Of

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In today's world, yesterday's methods just don't work. In *Getting Things Done*, veteran coach and management consultant David Allen shares the breakthrough methods for stress-free performance that he has introduced to tens of thousands of people across the



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Getting Things Done:  
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Open Innovation for  
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... The Art Of

David Allen's Getting  
Things Done®

(GTD®) is the work-  
life management  
system that alleviates  
overwhelm, and  
instills focus, clarity,  
and confidence. David  
Allen's Getting Things  
Done®

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Getting Things Done®

- David Allen's GTD®

Methodology

Getting Things Done

(GTD) is a time

management method,

described in the book

of the same title by

productivity consultant

David Allen.. The

GTD method rests on

the idea of moving

planned tasks and

projects out of the

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mind by recording them externally and then breaking them into actionable work items. This allows attention to be focused on taking action on tasks, instead of recalling them.

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Wikipedia

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David Allen's Getting  
Things Done

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describes a very powerful system for controlling the long list of to-do items we all carry around in our heads. I have been using parts of this system since 1985.

The basic principle is straightforward – write down everything you want to do – or might want to do – and keep those lists orderly and

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Allen. p. cm. Includes  
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Transhumanism

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Allen. 129,965

ratings, 3.98 average  
rating, 5,117 reviews.

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Quotes Showing 1-30  
of 372. "If you don't  
pay appropriate  
attention to what has  
your attention, it will  
take more of your  
attention than it

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deserves.”. ? David  
Allen, Getting Things  
Done: The Art of  
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Quotes by David Allen  
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was first published

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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.

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Done—The Art of  
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Things Done

In Getting Things

Done David Allen

teaches you how to

keep a clear head,

relax and organise

your thoughts while

implementing the

methods that he has

introduced at

organisations like

Microsoft, Lockheed

and the US

Department of

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Justice: Learn the 'do it, delegate it, defer it, drop it' principle to empty your in-tray.

## Productivity

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Productivity ...

Getting Things Done  
Gets Things Done.

This is a very good  
book for figuring out  
how an individual can

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set up a PRACTICAL system for getting things done. I highly recommend it. I heard the author on Freethought Radio, and he sounded like he knew what he was talking about, so I got one of his books, and it was well worth it.

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The Art of Stress-Free  
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You can read the  
"Glossary of Getting  
Things Done Terms"

in the Appendix for  
extra credit! ?? -----

January 21, 2021

Practicing Stress-Free  
Productivity, Part 2A

Part 2 (Chapters 4  
through 6) Getting

Things Done: The Art  
of Stress-Free



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Productivity (March  
2015 Edition,  
paperback; pp. 83 -  
140) ----- February 4,  
2021 Practicing  
Stress-Free ...

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Getting Things Done  
NYC Productivity  
Group (GTDNYC)  
(New ...

Getting Things Done  
is David Allen's

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framework for keeping track of and organizing your projects and tasks.

But it's no run-of-the-mill to-do list. Its purpose is to give you a system that you can trust completely and that will gather your ideas, projects, and to-do's in a way that is thorough, actionable, and uncomplicated.

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