

Getting Things Done: With Work-Life Balance (7 CDs, Writable PDF Workbook, GTD PDF System Guides)

David Allen

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David Allen's Getting Things Done brand has helped people throughout the country find the quickest, simplest way to do more. Now it's your turn. Here's just a glimpse of what you'll discover:

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- *How David's 6 Horizons of Focus keeps long-range goals and big-picture ideas on your radar screen without losing sight of day-to-day details.
- *Why your BlackBerry, PDA, or Daytimer might be HOLDING YOU BACK.
- *How to zero-out your email inbox LIGHTENING FAST using this little-known trick!
- *How to put your projects and priorities on CRUISE CONTROL with David's 5 Stages of Control
- *How a mere TWO MINUTES can save you HOURS of precious time each and every week.



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