



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

*David Allen*

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## **Getting Things Done: The Art of Stress-Free Productivity** David Allen

In today's world, yesterday's methods just don't work. Veteran coach and management consultant **David Allen** recognizes that time management is useless the minute your schedule is interrupted; setting priorities isn't relevant when your e-mail is down; procrastination solutions won't help if your goals aren't clear. Instead, Allen shares with readers the proven methods he has already introduced in seminars and at top organizations across the country. The key to Getting Things Done? Relaxation.

Allen's premise is simple: our ability to be productive is directly proportional to our ability to relax. Only when our minds are clear and our thoughts are organized can we achieve stress-free productivity. His seamless system teaches us how to identify, track, and-most important-choose the next action on all our tasks, commitments, and projects and thus master all the demands on our time while unleashing our creative potential. The book's stylish, dynamic design makes it easy to follow Allen's tips, examples, and inspiration to achieve what we all seek-energy, focus, and relaxed control.

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