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**Getting Things Done – The Art of Stress-Free Productivity**

**By David Allen**

**Getting Things Done – The Art of Stress-Free Productivity by David Allen**

"Getting Things Done" is a book that teaches you how to do just that: get things done. If you're like most people today, you're busy trying to juggle business, family and personal items all at once, and sometimes a ball (or two) gets dropped.

In this book, David Allen provides a complete system to help. The process itself, affectionately referred to as "GTD" by loyal followers, is one of the most useful I've personally found.

The problem is almost universal: Knowing what you want or have to do in life is one thing, but actually moving forward with it can be a huge challenge. This is especially true for all of us that have never-ending task lists and/or large, long-term projects on our plate. Looking at the mile long task or project list can be overwhelming — and cause you to simply not do anything at all. In this book, David explains how to break projects, goals and tasks down into single item, doable, actions.

Now this is an extremely simplified explanation of the GTD process, but it is comprised of a few key items: The Project List, The Someday/Maybe List, and the Next Actions list. Integrated into these key items is: Inbox, Outbox and File Cabinet management.

While all of these components are integral and useful parts of the entire system, the Next Actions list is where the majority of your productivity takes place. In short, a Next Action is the very next thing you need to do in order to move something forward. So instead of looking at a project and wondering how you'll ever be able to handle it, you simply break off a very small chunk — the very next

thing that has to be done — and focus on that chunk by itself. Once that chunk is completed, you then break off another — the next thing that has to be done — and so on.

I won't try to explain all of the intricacies — David did that with over 250 pages in this book — but I will tell you this: David's system is extremely useful and easy to learn.

You can start reaping the rewards of "Getting Things Done" before you've even finished the book. I've also found it very handy to keep on the reference shelf for further consultation as I'm refining and customizing my own enhanced productivity system.

I am a fan of practical, informative books with examples — this one really fits the bill and I highly recommend it.

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Kathy has been a successful freelance writer and small business owner since 1997. Find her Palm Pilot articles and reviews at <http://www.PalmPilotFiles.com>, Cool gadget articles and reviews at <http://www.TheGadgetFiles.com>, and book reviews at <http://www.EBookCritique.com>

## **Control Stress or It Will Control Your Business**

**By Dale Collie**

When we think about stress in the workplace, we usually refer to ulcers or heart conditions, but stress has a much broader impact. It is known that stress is linked to cancer, lung ailments, cirrhosis of the liver, immunity to common illnesses, back problems, and many other medical problems.

It is estimated that stress is the underlying factor in 75 – 90% of all physician visits.

We see the effects of stress in workplace absenteeism, accidents, health care costs, workers comp, quality problems, productivity, litigation, grievances, violence, customer service complaints, resistance to change, personnel turnover, and profits.

Workplace stress is costing your business thousands of dollars per year. Is stress a line item on your budget? Knowing how much you are spending on stress is a good place to start, but you must take responsibility for stress control and its impact on the bottom line.

To receive a free article about the signs and symptoms of workplace stress, send a blank email to

. It's automatic.

If stress is such a problem, you might be asking questions such as:

++How much is stress costing our company each year?

++How can we find out the costs?

++How can we control stress to put this money back on the bottom line?

Controlling stress is beneficial on the bottom line and for employees who work hard to make the company successful.

Dale Collie speaker, author, coach, and former US Army Ranger, corporate president, and teacher at West Point. Selected by "Fast Company" as one of America's Fast 50 innovative leaders. Author of "Frontline Leadership: From War Room to Boardroom," and "Winning Under Fire: Turn Stress into Success the US Army Way," (McGraw Hill).

Free newsletter

Control Stress or It Will Control Your Business  
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A Rested Mind Can Improve Your Productivity  
How to Make Your Job Search a Work of Art  
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