



# The Complete Idiot's Guide to Getting Things Done

*Jeff Davidson MBA CMC*

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*The secret to getting more checks on that to-do-list*

As companies and workers are being pressured to do more for less, new ways of becoming more time-productive are essential. *The Complete Idiot's Guide to Getting Things Done* gives readers the tools they need to increase personal productivity in the workplace, including how to visualize short- and long-term goals, tear down the walls of procrastination, manage energy instead of time, streamline work space, run productive meetings, work effectively with others, and more.

-Over the past 10 years, American productivity has risen 46% while hours worked have remained flat (Bureau of Labor Statistics)

-Books on personal productivity sell very well-Author's related book, *The Complete Idiot's Guide to Managing Your Time*, is phenomenally successful

-Author is a nationally recognized speaker

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