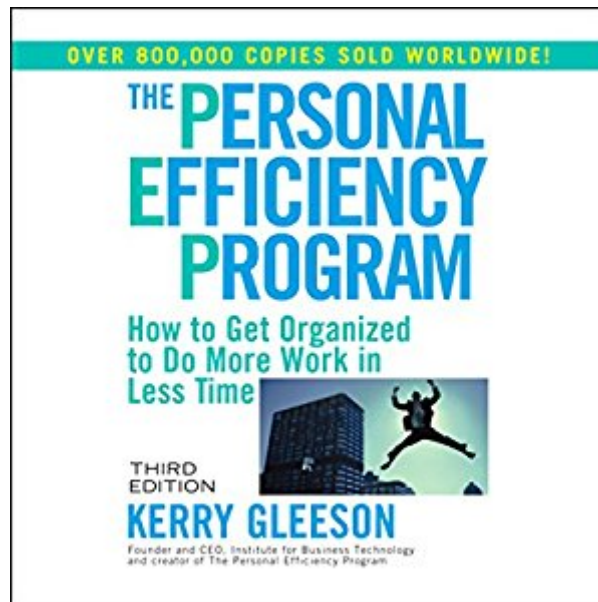




The book was found

The Personal Efficiency Program



Synopsis

How to be more organized and productive at work and have more fun doing it In the decade since the publication of first edition of this international bestseller, Kerry Gleeson's famed Personal Efficiency Program (PEP) has revolutionized the work lives of more than a half-million people worldwide. With increasing pressure to produce with far less support than at any time in the recent past, the techniques herein are more timely than ever. The program helps readers conquer the daily stream of interruptions and paperwork to manage tasks and time effectively. This Third Edition features expanded coverage of how to get more done in teams, including tips on managing multiple schedules and running more efficient meetings. It also incorporates ways to effectively use technology, helping readers make the most of the Internet, PDA's, and email to get the job done more quickly and with less effort. Kerry Gleeson (Boca Raton, FL) is founder and CEO of the Institute for Business Technology International. IBT's client list includes GM, Texaco, Westinghouse, and Hewlett-Packard. Gleeson has been featured in the Financial Times, the Washington Post, and Success. --This text refers to an out of print or unavailable edition of this title.

Book Information

Audible Audio Edition

Listening Length: 8 hours and 12 minutes

Program Type: Audiobook

Version: Unabridged

Publisher: Gildan Media, LLC

Audible.com Release Date: November 22, 2006

Language: English

ASIN: B000KZRMAG

Best Sellers Rank: #53 in Books > Audible Audiobooks > Business & Investing > Business Life
#6674 in Books > Business & Money > Education & Reference #10029 in Books > Business & Money > Business Culture

Customer Reviews

First chapter excellent. Rest v difficult to comprehend for readers outside US

Came early, brand new, great price.

I liked this book as it really helped me to get organized better and to be able to do much more work

in less time! Thank you!

Useful information

I read the first edition of this book from the library and loved it. Very simple, easy to understand pictures even. Covers just about everything you'd want to cover on getting organized at work. This new edition is especially good with getting your electronic files organized and discussing how to deal with e-mail. Do It Now! as the author says.

I had read about this book in a magazine and ordered it. I can't wait to do my office over. Really good guidelines, like setting up the same folder names for your email account, files on your computer and paper files.

This is a fantastic book - the best of its type I have read. Gleeson writes in a sane, sensible way about how to organise yourself to get more done. His solution? Do It Now. Before you say: "That's obvious" how many of you do it consistently? Not many, and the reason, from my experience, is that we are rarely organised to do it other than later!! Gleeson fills in the gaps by showing you how to physically organise yourself and your workspace so that you can put the Do It Now principle into regular and continuing operation. Trust me - this book is a lifesaver!!

I've read most of these type of books, Getting Things Done, etc. etc. This one by far works the best for me. Let me couch my remarks, though, in the observation that I think these programs are very personality and situation dependent. In other words, what works for one personality in one context may not work for another. What I like about this: Simplicity- One of the principles is just do it. Act on an item the first time you touch it- don't prioritize, just deal with it. Three trays: In, Out, and Pending. While writing this review, I realized that this book is probably best for those, like me, who have NO CLUE how to organize and be efficient. For those who've mastered the basics, other programs may be better.

[Download to continue reading...](#)

The Personal Efficiency Program: How to Get Organized to Do More Work in Less Time The Personal Efficiency Program Winning Personal Injury Cases: A Personal Injury Lawyer's Guide to Compensation in Personal Injury Litigation ACE Personal Trainer Flash Cards: ACE Personal Training Test Prep with 300+ Flash Cards for the American Council on Exercise Certified Personal

Trainer Exam Do Security Systems Really Protect Your Home?: A Discussion on the Efficiency of Automated Security Systems for Your Home Trumpet Voluntarily: A Holistic Guide To Maximizing Practice Through Efficiency Warehouse Management: A Complete Guide to Improving Efficiency and Minimizing Costs in the Modern Warehouse The Lean Farm: How to Minimize Waste, Increase Efficiency, and Maximize Value and Profits with Less Work Alexa: Building The Ultimate Smart Home With Alexa (2017 Edition): How to Find Simplicity, Gain Efficiency, & Live the Life Youâ€™ve Always Wanted (Echo, Dot, Bonus Included) Insulate and Weatherize: For Energy Efficiency at Home (Taunton's Build Like a Pro) Church Administration: Creating Efficiency for Effective Ministry Super House: Design Your Dream Home for Super Energy Efficiency, Total Comfort, Dazzling Beauty, Awesome Strength, and Economy Compact Farms: 15 Proven Plans for Market Farms on 5 Acres or Less; Includes Detailed Farm Layouts for Productivity and Efficiency Qatar's School Transportation System: Supporting Safety, Efficiency, and Service Quality (Rand Corporation Monograph) Optimizing Jet Transport Efficiency: Performance, Operations, and Economics Total Productive Maintenance: Proven Strategies and Techniques to Keep Equipment Running at Maximum Efficiency Ergonomics: How to Design for Ease and Efficiency (2nd Edition) RTL Hardware Design Using VHDL: Coding for Efficiency, Portability, and Scalability Using Consensus Building to Improve Utility Regulation (Acee Books on Energy Policy and Energy Efficiency) The Law of Clean Energy: Efficiency and Renewables

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)