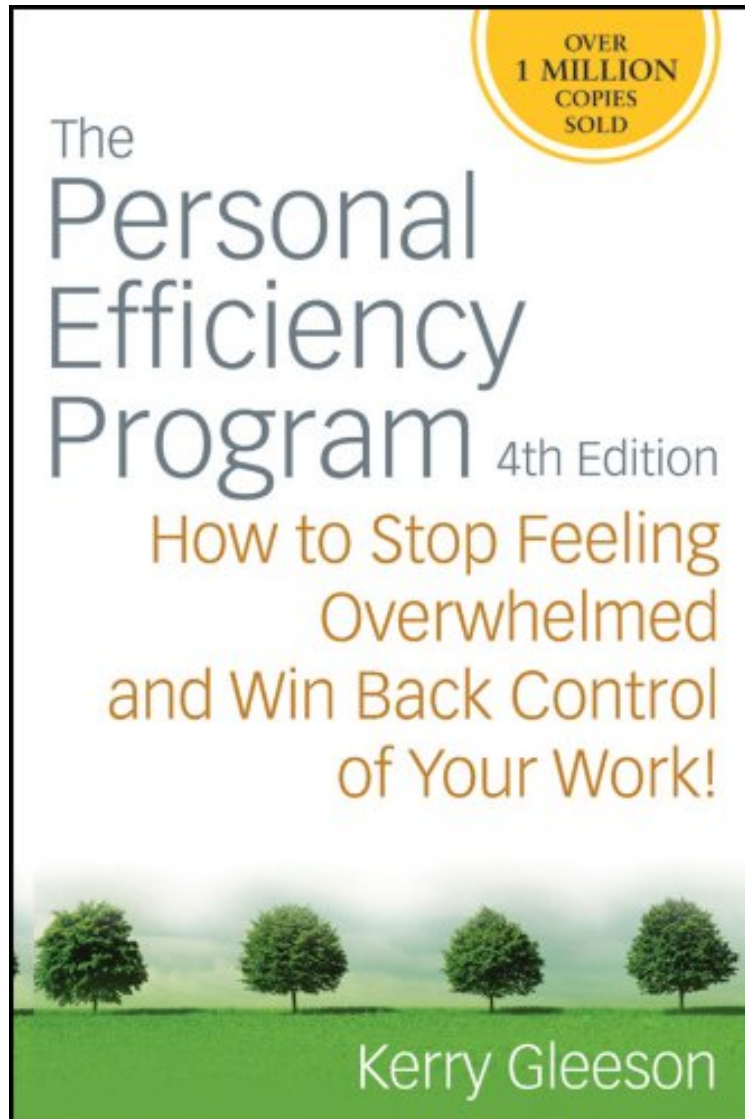


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The Personal Efficiency Program: How to Stop Feeling Overwhelmed and Win Back Control of Your Work

Kerry Gleeson

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Kerry Gleeson : The Personal Efficiency Program: How to Stop Feeling Overwhelmed and Win Back Control of Your Work before purchasing it in order to gage whether or not it would be worth my time, and all praised The Personal Efficiency Program: How to Stop Feeling Overwhelmed and Win Back Control of Your Work:

0 of 0 people found the following review helpful. I got a few new ideas - and tried Audible for the first timeBy Ohio HeatherWhat I liked about this book is that it gave me some new ideas and a fresh angle to view some of my work

practices. That made it well worth the read. What I found a little frustrating was the repetition of some of the concepts - not as though for reinforcement alone, but more as though sections were taken from a blog, or articles, and combined to make a book. The majority of the book didn't read this way, but when it did, I found it irritating. Overall, I have no regrets! I can skim redundant info as easily as the next gal, and there's some good stuff in there. As an aside, decided to try Audible for the first time with this book... Cool feature! I didn't know if it would work in the car on my iPad (without wireless), but it did! I'll add that on again! 0 of 0 people found the following review helpful. Excellent book on more efficient life and work. By Customer Excellent book on more efficient life and work. I have read many of this type of book and this one has some of the most easily leveraged information. My email is not overwhelming any more. I actually respond to the ones I want to. My desk is very organized. There are some top level kaizen and lean management ideas that you can add to your everyday work with ease. What can I say, I like it and have implemented most of the strategies. 0 of 0 people found the following review helpful. Very focused toward generic "white collar" jobs, but still helpful. By Matthew Windham Hillis This is a very readable book with many tested ideas about how to increase organization and efficiency, but it is quite narrowly tailored towards "office" jobs. That's fine, but I bought the book looking for more general "life" skills--which are present, but scattered throughout, so I ended up briefly scanning several irrelevant chapters. Still, he has many good ideas and practices, so the book was worthwhile.

A practical guide to getting organized, beating procrastination, and working more efficiently The Fourth Edition of The Personal Efficiency Program continues the book's long tradition of helping overwhelmed professionals get their work lives organized to become more effective and efficient. Readers will learn how to stop procrastinating, stop feeling overwhelmed, and start feeling good about their work lives. This new edition contains new chapters on e-mail and meetings, as well as new content on portable communications and how best to utilize tools like cell phones and Blackberries. As always, this edition features Kerry Gleeson's proven, effective program for helping anyone get organized and become far more productive.

From the Back Cover Increase Your Productivity, Reduce Stress, and Get Home on Time at Last! More than one million people worldwide are getting their work done and improving the way they feel at work thanks to Kerry Gleeson's revolutionary book, The Personal Efficiency Program. Now, it's your turn. Find out how to get organized, navigate technologies like port-able communication devices and e-mail, run a no-nonsense meeting, juggle all the players in the new global business environment, and carve out more time to do what you really want to do. We all struggle to balance work life and personal life; this book will help you work more quickly and efficiently, freeing time for you to fulfill your other duties as a parent, a spouse, or a friend. This updated Fourth Edition of the ultimate labor-saving, stress-busting, career-boosting guide helps you take complete control of every challenge and chore you face at work. Revised and retooled to address the evolving demands of the modern workplace, it shows you how to: Learn to organize yourself to act Stop feeling overwhelmed and free yourself from stress Get things done with the least amount of effort End e-mail overload Are your meetings a waste of time? Make them effective and efficient! Spend less time at the office and more time kicking up your heels About the Author Kerry Gleeson is founder and CEO of the Institute for Business Technology (IBT) International, which has offices in twenty-five countries on five continents. IBT has worked with many Fortune 500 companies, as well as thousands of other companies around the world. An expert on white-collar productivity, Gleeson has advised executives from such corporations as PricewaterhouseCoopers, Unilever, IBM, and Ernst Young.