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This is a summary

What is the summary of an experiment and its results. This is a summary of what you have covered. What is the summary of an experiment. This is a summary of a book. This is a brief summary. What is a summary of findings. This is a summary of the findings of an experiment. What is a summary of this article.

I just finished things: the art of stress free productivity. The book sold hundreds of thousands of copies and is nailed as the Go-to Manual for the Age of Personal Productivity. But should it be? First, I will give a chapter summary by chapter (I think cliffnotes) to do things, and then give the positive and negative points in the book (and GTD movement) - including some very inspired thoughts on Allen and its credentials. I think you could call it a "gtd" summary of doing things. Chapter 1: A new practice for a new reality The first chapter essentially states that the true art and challenge of knowledge workers is to determine what to do with tasks and ambiguous projects. The work has no limits so, to have a "Detecting things". Chapter 2: Getting Control of Your Life: The Five Stories of Mount Workflow There are five steps to dominate your workflow: 1. Collect. Use a paper notes, paper notes, voice, e-mail and electronics to collect 100% of everything. 2. Process (what to do about them). What is it? Is it acting? If no, then garbage, save it or reference. If so, will it take less than 2 minutes to do? If so, then do it. If you do not, then delegate or Adie to make it later (put it in your calendar). 3. Organize the results. If you can get an action, calendar or note it in a next list of actions. If not, trash, write it down to do it later or save it to a reference file. 4. Review the next actions. Look at your list to determine what to do and have a weekly review to gather and process everything, review your system, upgrade your lists, get clean, clear, current and complete. 5. Make the actions. Allen highlights 3 models to decide what to do: A. The 4 criterion model to determine actions at the moment: in order: a. context, b. Available time, c. Energy available, d. priority. B. The model of 3 times to evaluate the daily work: a. Making work pronate -definite, b. doing work as it appears, c. Defining your work. C. The 6 levels model to review our own work: work from the bottom, lane (current actions), c. 20,000 (professional liability laces), d. 30,000 Pets (goals from 1 to 2 years), e.g. 40,000 (3-5 years of vision), f. 50,000 Pets (Life Goals) Chapter 3: Getting Creative Projects in Progress: The five project planning phases for projects (work that takes more than one action step to complete), here is how to handle With this: Step 1: Define the proposed and principles. Step 2: Imagine a result. Step 3: Brainstorm. Step 4: Organize. Step 5: Identify the next actions. Chapter 4: Introduction: Configuring Time, Space and Time of Tools: Create a time block to get everything organized. Space: Configure house space, work and in the transit that all are basically ideas. If you are using the cloud computation to accompany things and have access to the internet, you are already doing this. Tools: Allen recommends obtaining the following tools: at least 3 paper exploration trays, font paper stack, pen / pencils, post-its, paper clips, fixing clips o, stapler, clips, adhesive tape, eliminated, rubber file folders, calendar, garbage, recycling. Allen also recommends the creation of an A-Z filing system to organize everything. Here, Allen, and his book, are showing his age a If you are working on a work of knowledge today, you probably do not need half of these things and they only add to disorder, and the resulting stress. Chapter 5: Collection: Running your things Reinsen all the physical things that you need to process: Process: Business cards, notes, etc. Make a mental mindset of everything you need to process. This includes professional and personal commitments. Chapter 6: Processing: Enter to empty after collecting everything, you need to process it. That means you should: Garbage what you do not need. Complete any actions of less than 2 minutes. Delegate things that you can not complete for others. Rate in your own reminders of the organization system for actions that will take more than two minutes. Identify any larger commitments or projects, which you have. Identify things to save later and use only as reference material. Chapter 7: Organization: Configuring Certain Buckets Allen identifies 7 basic categories of things you processed and will want to follow: a list of projects. Project support material. Calendar actions. Mayy Actions: Could be categorized by type of action: calls, computer, email, scraps, at home, at work, schedule or read / review. A "Waiting Foran" (hoping that others complete). Reference materials. Some day / maybe list (IE CD to buy, websites to visit, cooking recipes, etc.) Chapter 8: Review: Keeping your system Review your calendar first and then your Ago list Aches. Make a weekly revision and "Big Picture" Attention. Chapter 9: Making: Making the best actions of action This chapter is almost a word repetition by Word of Chapter 2, Step 5, which covers the three models to do the work. Chapter 10: Getting Designs Under Control This chapter is a repetition of chapter 3. Nothing new here. Chapter 11: The power of the habit of collecting if you feel dissatisfied with yourself, you have three options: Do not make the agreement. Complete the contract. Renegotiate the agreement. Basically, Allen is saying that it is better to set limits with himself and others versus say yes to everything and if they leave and others. Capan Tulo 12: The power of the next action Allen's decision uses this chapter to promote organizations and people who look at projects, concentrating on the "Outcome" They are much more efficient than those who do not. He also says that intelligent people who think more can benefit in a clever way down with this technique. Allen argues that this Temporary Force: clarity, responsibility, productivity and capacitation. Chapter 13: The power of outcome by focusing self-promoting and yada, yada, yada. Nothing is worth mentioning. My review: good, evil, and ugly to do things well to do things: the book consolidates some basic principles of efficiency. It is good for those who are overwhelmed and they can not improve their productivity. It's good for those new in a bookkeeper. I can see how students could use some of the principles to get more studies. This helped me perform something that needed to do: focus ways to optimize my workflow. The bad thing to do things: they are 260 pages and the useful information are covered in 5 pages. This means that there are 255 pages of fluff and repetition. I do not recommend buying the book because practically any summary that you will read, it will be quite comprehensive and get rid of all crap. Ugly to do things: Allen is mostly a seller. His book leads Basic principles that can not be refuted. Yes, there was wisdom in some of the all-time tested that he look claim, but he created a personality worship through autopromotion, preaching common sense and a captivating book title. It is running a multimillional company that charges \$ 600 per head for seminars based on the brand accusation that essentially recapitulate the basic principles in the book. When doing some research on Allen's career, I discovered that he had dozens of different careers in his life: karatan instructor, salesman Michlomotor Vendor, Landscaping, Waiter, Magic, Glassblower, Travel Agent and Minister Ordained Movement Church of interior awareness. This church is a religion church of the new era that has been called a personality worship by many, and it seems that Allen used many methods of worship and ministry in his book to create a personality worship among many Knowledge workers. Final thoughts to do things: The book has some good content, but it is very overestimated, and self-promoting within the book is difficult to take sometimes. Use some of the foundations within it to analyze any workflow system you are looking for to look for improvement areas. In general, it is really good to sit down, reorganize and be creative about your personal workflow, but I would not recommend spending time to read the book to do this. The cliff notes should be enough. Receiving things Discussion: Did you read the book? What are your thoughts? What are the foundations of your workflow? What productivity / efficiency tips have you encountered be the most effective? Related posts: You are accessing a US government information system, which includes (1) this computer, (2) this computers network (3) all computers connected to this network and (4) all devices and storage media connected to this network or to a computer on this network. 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