



## **Cheat Sheet: Master Getting Things Done...In 2 Minutes - The Practical Summary of David Allen's Best Selling Book**

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# Cheat Sheet: Master Getting Things Done...In 2 Minutes - The Practical Summary of David Allen's Best Selling Book

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*Getting Things Done: The Art of Stress Free Productivity* by David Allen is a sensational organizational system for managing work and life. **To get the book's methods to work for you in real life, research shows it takes an average of 66 days of consistent practice for a new skill to become a habit.**

Cheat Sheet: Master Getting Things Done ...In 2 Minutes... is a fast reference tool that captures this organizational system in a concise, step-by-step format that help you embed the concepts while providing rapid refresher when you need it most.

### It is designed for:

- 1.) The busy individual familiar with the system and serious about habit change
- 2.) The newcomer who values time spent on EXECUTION, not reading.

### Key Benefits:

- Excellent compact summary of the basic principles of the Get Things Done system in a fast, convenient format.
- Saves you precious time from re-reading the book to re-absorb, remember and categorize concepts. We did all the work for you.
- Contains illustrated work flow map to follow during THE critical 2 hour weekly review.?
- Keep the topic relevant and in front of you for times you fall off the program.

**More than just a book summary, pull up this organization tool to coach you through the entire process. Life just got easier as you cross off tasks after task; achieve multiple goals and milestones, all the while functioning with a clear mind and a sense of relaxed control. ??????**

This reference summary is designed to be purchased along side the reviewed title *Getting Things Done: The Art of Stress Free Productivity*.

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