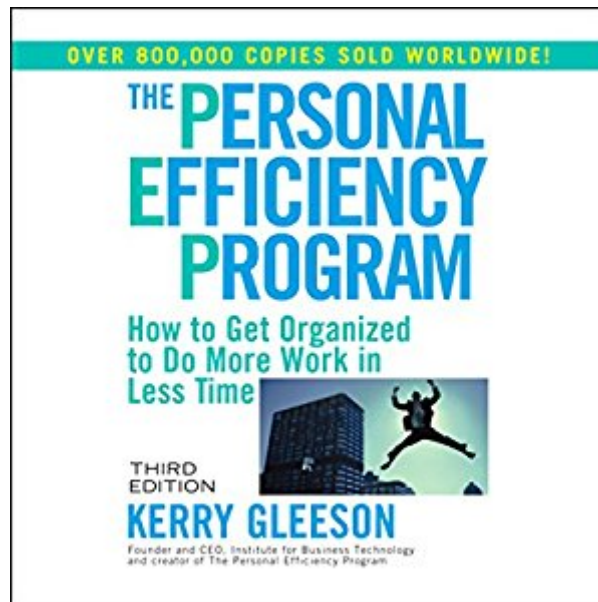




The book was found

# 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

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## 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.

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