



# Getting Things Done in the Real World: A Step-by-Step Guide to Everyday Productivity

*Robert K. Douglas*

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**How you can use free tools to get things done and be productive every day -- a step-by-step guide to setting up your own system in about an hour.**

If you want to:

- get organized and get more stuff done, be more productive
- reduce stress
- fight back against procrastination
- boost your time management skills
- enhance your work-life balance
- start **doing** instead of wasting time figuring out how to implement GTD™


This book can help!

Learn how to track all the things that you need to do, and how to reach your work and personal goals in a clear and efficient way.

There are other quick-guides (and not-so quick), but none that give you a detailed system to get things done.

I'm not a self-proclaimed efficiency expert or time-management blogger. I'm someone who's completed many complex projects and tasks in the real world during my career as an engineer. I **use** this system. Every day. And, I've taught it to a number of people, who now also use it every day. This is a **practical** system, for the **real world**.

Click on the "**Look inside**" link above to read the first part of the book for free, right now.

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