



MAKE IT HAPPEN!

A Workbook & Productivity
Tracker for Getting Stuff Done

KARI CHAPIN

Make It Happen A Workbook Productivity Tracker For Getting Stuff Done

Gary Rees, Ray French



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Make It Happen! Kari Chapin, 2015-02-17 This notebook is a time management tool a to do list and a productivity tracker all wrapped up in a bright graphic package Those looking to take charge of their most valuable resource their time will find a unique way to monitor progress jot down to do lists and consider how to be more efficient Tracking pages give users insight into how they are spending their time while thought provoking prompts will help them discover ways to work smarter tomorrow

The Getting Things Done Workbook David Allen, Brandon Hall, 2019-09-03 An accessible practical step by step how to guide that supplements Getting Things Done by providing the details the how to s and the practices to apply GTD more fully and easily in daily life The incredible popularity of Getting Things Done revealed people s need to take control of their own productivity with a system that reduces the stress of staying on top of it all Around the world hundreds of certified trainers and coaches are engaged full time in teaching the process supported by a grassroots movement of Meetup groups LinkedIn groups Facebook groups podcasts blogs and dozens of apps based on it While Getting Things Done remains the definitive way to gain perspective over work and create the mental space for creativity and mindfulness The Getting Things Done Workbook enhances the original by providing an accessible guide to the GTD methodology in workbook form The workbook divides the process into small manageable segments to allow for easier learning and doing Each chapter identifies a challenge the reader may be facing such as being overwhelmed by too many to do lists a messy desk or email overload and explains the GTD concept to address The lessons can be learned and implemented in almost any order and whichever is adopted will provide immediate benefits This handy instructional manual will give both seasoned GTD users and newcomers alike clear action steps to take to reach a place of sustained efficiency

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