

Getting Things Done Journal: To do list Makeover



Getting Things Done Journal is an indispensable tool for anyone determined to enrich their lives by getting things done. We all have a gazillion tasks to handle, but the thought of it alone prevents us from acting. Not because we don't know what to do, but most of the time we don't know where to start. To get people to get a grip on things and start doing we had to no choice but to redo the - to do list, a total, To do list Makeover! Every task, commitment, appointment or assignment, has a place and time. All we need to do is to put it in the right slot for the day. But it does not end there. Just like all the fingers on our hands are not equal, tasks or assignments we encounter all have different levels of importance to moving our agenda forward. Getting Things Done Journal is the tool you need to start accomplishing tasks and excelling both in your personal life and professional life. The strategy is straight forward make a list of your tasks for the day, better done the night before to allow your subconscious sort it out. Now take a second look at your To do list and do a major makeover on it. List your tasks again in the middle column, but this time in order of priority and assign a time to them and get to work. Tackle the tasks as you have outlined them. Starting and finishing one before moving onto the next. Once you write it down, it doesn't matter whether you are a student, housewife or president of a company, you will get it done. Grab a copy of Getting Things Done Journal and start applying a systemic approach to the assignments, chores and tasks you have. Time does not wait for anyone, save yourself some by getting things done promptly. Don't forget you family, friends, coworkers and acquaintances. Everyone has multiple tasks that need to be moved along and they will remain forever grateful. A perfect gift for any occasion.

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