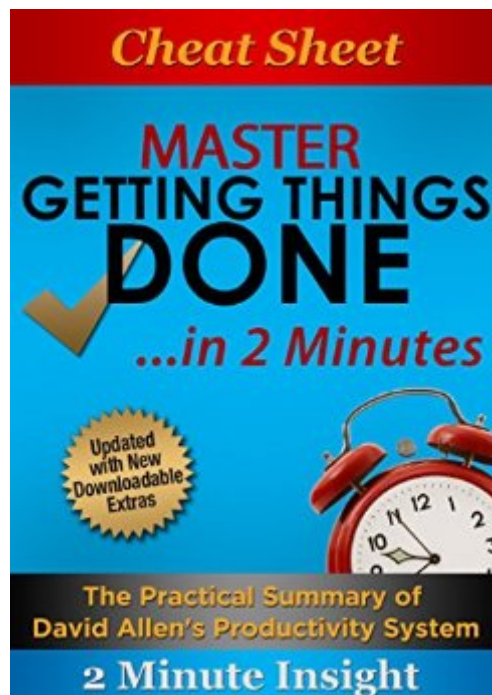# Cheat Sheet: Master Getting Things Done...In 2 Minutes – The Practical Summary Of David Allen's Best Selling Book

Synopsis

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 change2.) The newcomer who values time spent on EXECUTION, not reading. Key Benefits: â ¢Excellent compact summary of the basic principles of the Get Things Done system in a fast, convenient format. â ¢Saves you precious time from re-reading the book to re-absorb, remember and categorize concepts. We did all the work for you. â ¢Contains illustrated work flow map to follow during THE critical 2 hour weekly review.â ¨â ¢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. â ¨â ¨â ¨â ¨â ¨This reference summary is designed to be purchased along side the reviewed title Getting Things Done: The Art of Stress Free Productivity.

Book Information

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Customer Reviews

These authors did a great job of synthesizing a very complicated book, in some circles, into an easily understandable summary, complete with charts and diagrams that helps the reader understand the process. I have read that Getting Things Done book twice, and still learn more of this System each time. And even reading this book in just a few minutes, taught me a few more places of understanding that deepened my respect for this system. Well-written and well done!

I thought this would be a true cheat sheet...it's simply an outline...a reminder of how the system works. It cannot be used as a replacement. It would be nice to have this printed out and kept close by as you set up your work station.Not useless, but not a stand alone product.

My boss suggested we all read "The Art of Stress Free Productivity" and I tried...a few times...but I like to read for pleasure or my own interests and I couldn't get into it so this "summary" was a godsend! I got some great tips and will definitely be implementing the exercises and planning suggestions. Thanks!

With subjects like those presented herein, and technical seeming genres, you can almost always count on them being something that is work-related. Homework, in other words. But because I'm working so much, I have hardly any time for extra study time (to say nothing of pleasure reading but that is an entirely different subject).So, I have to cram, boss man's set me a deadline, how do I go about it? Cheat Sheets, of course! I would be at least partially sunk without these. And, I've found by holding this summarization up to David Allen's original text, that this accurately captures all the primary themes... therefor if I were handed a test on the subject: I'd pass.

This is a great short review. Have it on your kindle or phone and can review it once in a while. I like it because it doesn't have all the extra pages in the original book and goes right to Allen's system, which is a good one. I wish this book came in a bundle with the original book. Honestly I might have just bought this one if I knew it existed.

Reading this book turned out to take longer than 2 minutes. So I didn't get it done. KIDDING! It's a good refresher, or in my case, was a way to determine if I wanted to spend the time reading the whole book.The quality of the information in the original book, which is obviously abbreviated by this book, seems pretty solid. I'm not one for lots of examples about Bob and Jenny, I just want the facts and concepts and cut to the chase. If you're like me, then this kind of book is a great time-saver!I felt that I likely got enough out of this to get the concepts, and didn't end up bothering with the full book. Now THAT is how you get stuff done!

I don't know about you but I need help getting motivated and getting organized because many days I just spin my wheels and simply don't get anything done on my "to do" list. These items get transferred to my list for the next day and the vicious cycle repeats itself. I took to looking for help.This to the point book gave me what I was looking for. I knew that I needed to change some habits and Getting Things Done gave me a starting point to move in that direction. There are some great principle here and even useful work-flow maps to use. Definitely recommend.

Not a replacement for reading the full version of Getting Things Done by David Allen. But a nice quick concise summary so you don't have to slog through the full book to refresh yourself of the high points. Some of the charts are actually better than the ones in the original book. Definitely worth the price.

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