

Just Enough to Get the Job Done, Nothing More

In his new book, *Just Enough to Get the Job Done, Nothing More*, David Allen offers a practical guide to getting things done without getting overwhelmed.



Project Management Lite: Just Enough to Get the Job Done...Nothing More by Juana Clark Craig

★★★★☆ 4.2 out of 5

Language	: English
File size	: 880 KB
Text-to-Speech	: Enabled
Enhanced typesetting	: Enabled
Word Wise	: Enabled
Print length	: 138 pages
Lending	: Enabled
Screen Reader	: Supported



Allen, the author of the best-selling book *Getting Things Done*, has been helping people to be more productive for over 20 years. In his new book, he shares his latest insights on how to stay organized, manage your time, and set priorities.

Just Enough to Get the Job Done, Nothing More is full of tips and strategies that you can use to improve your productivity. Allen covers everything from how to create a to-do list that works to how to deal with distractions.

One of the key themes of the book is the importance of doing just enough to get the job done. Allen argues that we often spend too much time on tasks that are not essential. By focusing on the most important tasks and doing them well, we can be more productive and achieve our goals faster.

Just Enough to Get the Job Done, Nothing More is a must-read for anyone who wants to be more productive. Allen's practical advice and insights will help you to get more done in less time and with less stress.

Here are some of the key takeaways from the book:

- Create a to-do list that works for you.
- Break down large tasks into smaller, more manageable ones.
- Set priorities and focus on the most important tasks.
- Delegate tasks to others whenever possible.
- Take breaks and don't be afraid to ask for help.

If you're looking for a practical guide to getting things done, Just Enough to Get the Job Done, Nothing More is the book for you.

About the Author

David Allen is the author of the best-selling book Getting Things Done. He has been helping people to be more productive for over 20 years. Allen is a sought-after speaker and consultant, and his work has been featured in The New York Times, The Wall Street Journal, and Forbes.

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Just Enough to Get the Job Done, Nothing More is available now at all major bookstores.

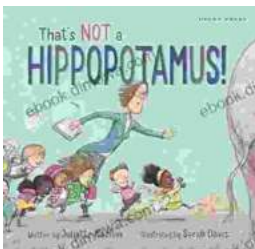
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