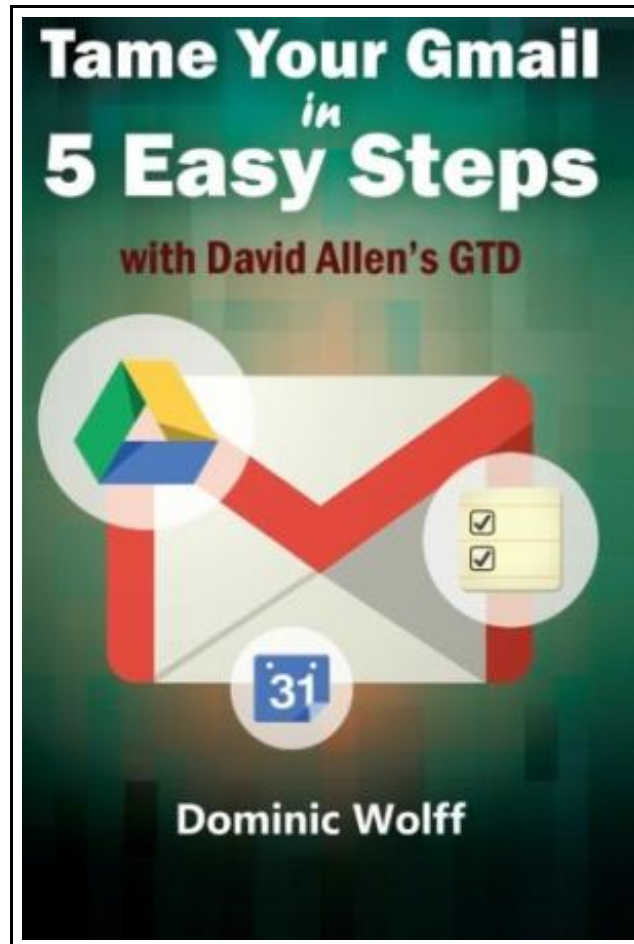


Tame Your Gmail in 5 Easy Steps with David Allen's Gtd: 5-Steps to Organize Your Mail, Improve Productivity and Get Things Done Using Gmail, Google Drive, Google Tasks and Google Calendar



Filesize: 6.79 MB

Reviews

Definitely among the best book I have possibly read. I have study and i am sure that i will going to go through once more once more later on. Your lifestyle span is going to be convert when you full looking at this publication.

(Prof. Damon Kautzer III)

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Createspace Independent Publishing Platform, United States, 2014. Paperback. Book Condition: New. 226 x 155 mm. Language: English . Brand New Book ***** Print on Demand *****.Do you feel like you re always behind the 8 ball? Do you get to the end of your day but feel like you accomplished nothing? Do you have a tendency to put things off until the last minute? We all tend to delay things from time to time, and some days, we re just swamped with work when there s so many things to be done. Even the most organized people will struggle with time management at one point or another. Dominic Wolff addresses these problems and more in his latest book, *Total Time Mastery with Evernote*. This book will show you how to manage your time better and actually get things done! Wolff, an author and advocate of productivity tools, has written several books about using the famous *Getting Things Done* (the time management system developed by David Allen) in combination with different software applications - first with Evernote, and now Google s Gmail, Tasks, Calendar, and Drive. Yes, the power of GTD and all these Google services are combined in a single book. Let s say you have a thousand things going on at work. You can simplify this by putting incoming/pending tasks into different inboxes. Doing so will allow you to execute all work as bite-size chunks and you ll know exactly what to do anywhere, anytime. That s basically what *Getting Things Done* is. *Total Time Mastery with Evernote* applies GTD s principles and shows you how to use Gmail, Google Tasks, Google Calendar, and Google Drive the GTD way so that: Your emails will be organized into a clear-cut system Your appointments will be organized so that you ll...



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