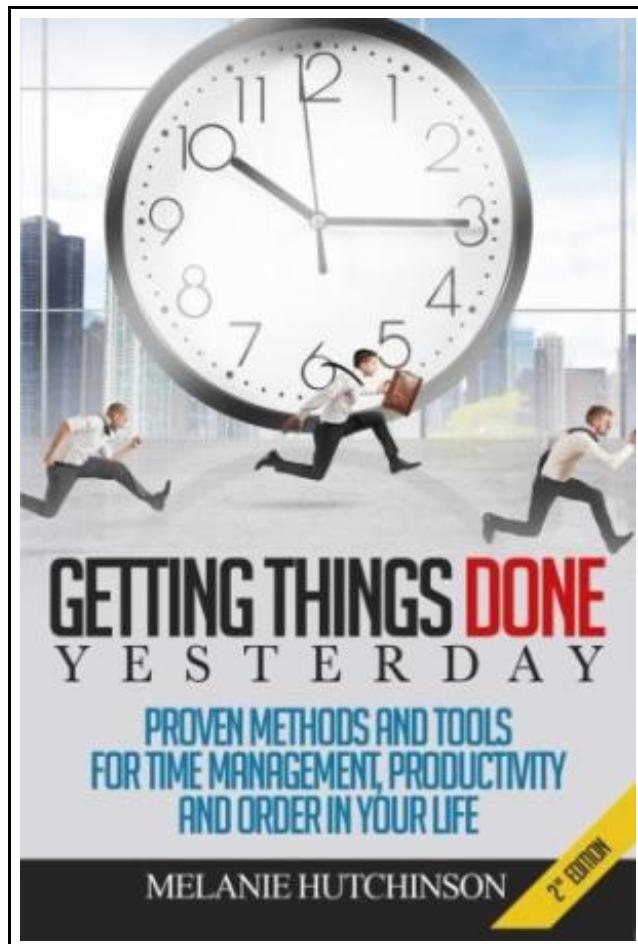


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Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****. Do you feel overwhelmed by everything you need to finish? Is balancing work or school (or both) with home and family stressing you out? Do you feel like you never get anywhere on your to do list? Would you be more successful if you managed your time more effectively? You certainly would, and that is the reality behind Melanie Hutchinson's book *Getting Things Done: Proven Methods and Tools for Time Management, Productivity and Order in Your Life*. Hutchinson pulls no punches with the urgency of the problem of poorly-managed time: stress can actually kill us. But stress is really an issue of our thought life, rather than a physical condition or illness. *Getting Things Done* gets us into the action steps immediately by having us first identify our priorities. We can't do everything we're asked to do - we have to say no to some things. We need to determine ahead of time what the most important matters are, and what is not important to us personally. Hutchinson recommends meditation as a method of training our minds to stay in the present time and place. This helps us focus on the tasks at hand and not get distracted by interruptions. Once we know what our priorities are, we can set some goals. Hutchinson carefully outlines how to set goals that we can really work with. She recommends specific goals (losing 15 pounds, not the more general lose some weight). Our goal also should be measurable, so we can track our progress. My statement of wanting to lose 15 pounds in the paragraph above is measurable, because I can periodically weigh myself to...

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