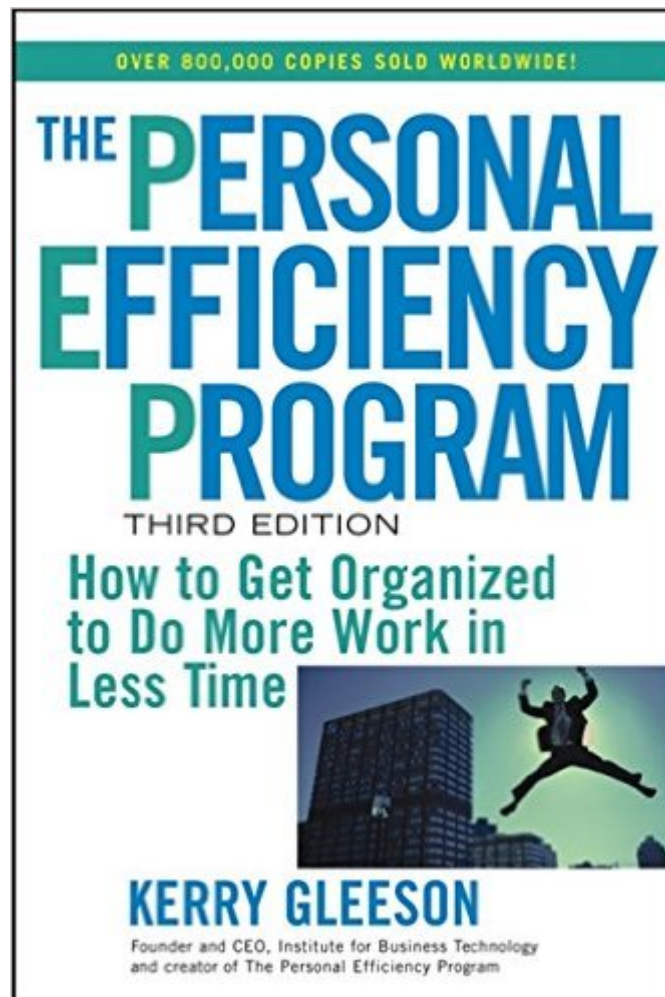


The book was found

The Personal Efficiency Program: How To Get Organized To Do More Work In Less Time



Synopsis

How to be more organized and productive at work and have more fun doing it In the decade since the publication of first edition of this international bestseller, Kerry Gleeson's famed Personal Efficiency Program (PEP) has revolutionized the work lives of more than a half-million people worldwide. With increasing pressure to produce with far less support than at any time in the recent past, the techniques herein are more timely than ever. The program helps readers conquer the daily stream of interruptions and paperwork to manage tasks and time effectively. This Third Edition features expanded coverage of how to get more done in teams, including tips on managing multiple schedules and running more efficient meetings. It also incorporates ways to effectively use technology, helping readers make the most of the Internet, PDA's, and email to get the job done more quickly and with less effort. Kerry Gleeson (Boca Raton, FL) is founder and CEO of the Institute for Business Technology International. IBT's client list includes GM, Texaco, Westinghouse, and Hewlett-Packard. Gleeson has been featured in the Financial Times, the Washington Post, and Success.

Book Information

Paperback: 288 pages

Publisher: Wiley; 3 edition (November 21, 2003)

Language: English

ISBN-10: 0471463213

ISBN-13: 978-0471463214

Product Dimensions: 6 x 0.8 x 9.1 inches

Shipping Weight: 11.2 ounces

Average Customer Review: 4.3 out of 5 starsÂ Â See all reviewsÂ (22 customer reviews)

Best Sellers Rank: #1,278,619 in Books (See Top 100 in Books) #35 inÂ Books > Business & Money > Business Culture > Health & Stress #526 inÂ Books > Business & Money > Management & Leadership > Quality Control & Management > Total Quality Management #1024 inÂ Books > Business & Money > Skills > Time Management

Customer Reviews

Just a few years after I have started my strategy consulting business (as well as my own book-store) in the early 90's, I spotted a review of this book, 'The Personal Efficiency System (PEP)', in Success Magazine. I bought it immediately & have reread it many times. A few years later, came the second book, The 'High-Tech Personal Efficiency System' by the same author. I

bought it immediately too & have read - & referred to - it several times. From the standpoint of self-management & work productivity, I consider them to be the best in the genre. In essence, the High Tech PEP book is a further extension of the earlier PEP book. Basically, it shows the reader how to exploit technology (email, groupware, internet, cell phones, etc.) as a personal information management tool & how to apply the low-tech principles of PEP in a high-tech environment. What I like about both books is the smorgasbord of concrete suggestions & useful checklists from the author. Also, I like the author's superb presentation of his brilliant work as embodied in the two books: each chapter comes with a preview & ends with follow-up action points. Bravo! as these aids make reading a breeze! In a nut shell, these are the relevant chapters, respectively: PEP: Introduction: Personal Efficiency Program - The Missing Link; Do It Now! Organize It Now! Do It Routinely; Plan It Now!; Follow-Up & Follow-Through; Do It Right, Now!; Do It Now! - From Whereever You Are! Be a Do It Now Manager; Organizing the Team to Act Now!

[Download to continue reading...](#)

The Personal Efficiency Program: How to Get Organized to Do More Work in Less Time Organize Your Life, How To Be Organized, Productive & Happier In Life, Declutter Your Home and Be Productive at Work. (How to plan your life, Get Organized Book 1) Take Back Your Life!: Using Microsoft Office Outlook 2007 to Get Organized and Stay Organized The Personal Efficiency Program The Lean Farm: How to Minimize Waste, Increase Efficiency, and Maximize Value and Profits with Less Work One Year to an Organized Life: From Your Closets to Your Finances, the Week-by-Week Guide to Getting Completely Organized for Good Time Management: Guide to Time Management Skills, Productivity, Procrastination and Getting Things Done (time management, procrastination, productivity, ... successful people, efficiency, schedule) Top Secrets for Passing Actuary Exams: Learn How to Study with More Efficiency and Less Stress Lovable Livable Home: How to Add Beauty, Get Organized, and Make Your House Work for You Getting Organized in the Google Era: How to Get Stuff out of Your Head, Find It When You Need It, and Get It Done Right Never Work Again: Work Less, Earn More and Live Your Freedom Loans 101: How to get a loan. Pay Less and Get More (Money Management Series) Great Legal Marketing: How Smart Lawyers Think, Behave and Market to Get More Clients, Make More Money, and Still Get Home in Time for Dinner Gomorrah: A Personal Journey into the Violent International Empire of Naples' Organized Crime System Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time Too Busy for Your Own Good: Get More Done in Less Time With Even More Energy 30-Minute One-Pot Meals: Feed Your Family Incredible Food in Less Time and With Less Cleanup Budgeting: Easy, Step-By-Step Budgeting Program, Tips to Set Up an Easy Budget and Start Saving Your

Money Now! Get Debt Free for Good! (finance, budgeting, personal finance, budget) The Tapping Solution for Weight Loss & Body Confidence: A Woman's Guide to Stressing Less, Weighing Less, and Loving More Organizing Solutions for People With Attention Deficit Disorder: Tips and Tools to Help You Take Charge of Your Life and Get Organized

[Dmca](#)