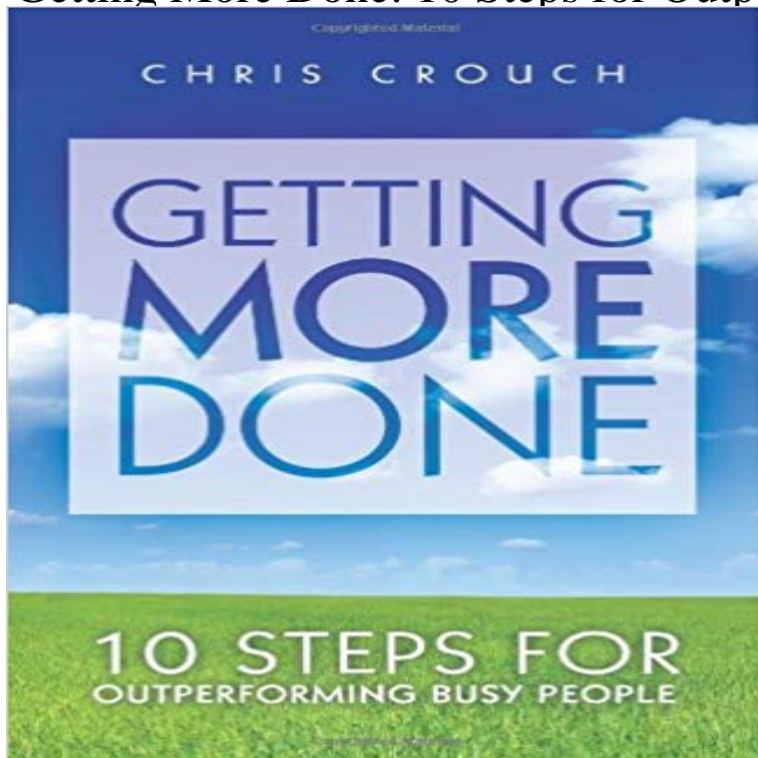


# Getting More Done: 10 Steps for Outperforming Busy People



Getting More Done is about quickly converting chaos to order in your workplace. Busy people do not have time for cluttered writing and complexity, so this book is short and simple. From e-mail, meetings, planning, following through and others, it includes 10 easy-to-understand and easy-to-implement steps to help you realize more of your potential and enjoy work more. This book is about turning things around, replacing frantic motion with constructive action, being highly focused, highly organized, highly productive, and creating a joyful and balanced lifestyle.

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