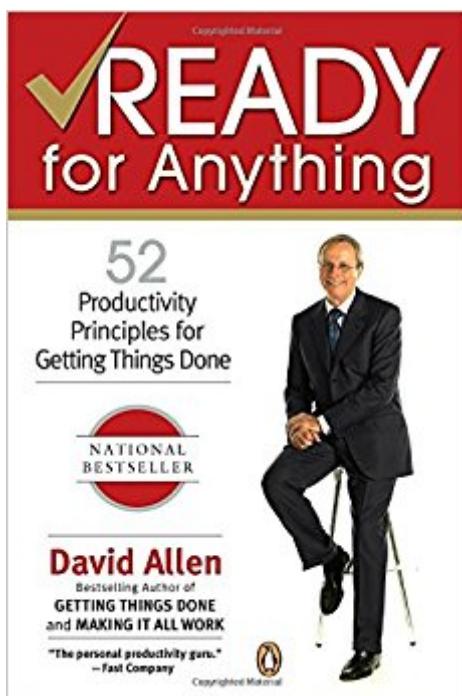


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# Ready For Anything: 52 Productivity Principles For Getting Things Done



## **Synopsis**

In his bestselling first book, *Getting Things Done*, veteran coach and management consultant David Allen presented his breakthrough methods to increase efficiency. Now the personal productivity guru (Fast Company) shows readers how to increase their ability to work better, not harder—every day. Based on Allen's highly popular e-newsletter, *Ready for Anything* offers readers 52 ways to immediately clear your head for creativity, focus your attention, create structures that work, and take action to get things moving. With wit, inspiration, and know-how, Allen shows readers how to make things happen—with less effort and stress, and lots more energy, creativity, and effectiveness. *Ready for Anything* is the perfect book for anyone wanting to work and live at his or her very best.

## **Book Information**

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## **Customer Reviews**

No one makes the challenges of productivity more understandable and manageable. (Rob Johnston, President of Leader to Leader Institute) This fundamentally different look at productivity makes David's book not just a good read, but something [to] truly live by. (Keith Yamashita, author of "Unstuck: A Tool For Yourself, Your Team, and Your World") These powerful and practical pointers for living a more productive life are as subtle and rich as they are simple. (Arianna Huffington)

David Allen is president of The David Allen Company and has more than twenty years experience as a consultant and executive coach for such organizations as Microsoft, the Ford Foundation,

L.L.Bean, and the World Bank. His work has been featured in Fast Company, Fortune, Atlantic Monthly, O, and many other publications.

If you enjoy this, you'll enjoy the book Getting Things Done, as this is basically an encapsulation of that book along with thoughts on the "why" to do things the GTD way.

This is a good book if you have read Getting Things Done, and just need to be reminded of the key points. For folks you have not read GTD, they would do better by reading that first.

David Allen's book Getting Things Done really can change your work and your life. This book takes it a step further by giving you 52 little, simple things you can do to make using GTD everyday even easier. A great book.

As a huge fan of David Allen's previous book/philosophy, "Getting Things Done," I was already ready for this "black-belt" CD class and now I'm on my third listen-through during daily commutes. If you didn't appreciate the initial GTD, then you shouldn't start here anymore than a karate student should start with black belt classes. You should already be reasonably familiar with the GTD process of: In-basket, Process, Organize, Review, and Do - because this new work is all about the subtleties and implications of these steps. Wait until you are a bit experienced in GTD and either feel like you're missing something or want more depth and nuance before starting this new book/CD, or you will not appreciate nor benefit from these great insights and expositions on living a productive life as an imperfect human. As a real black belt in a traditional Japanese martial art, I appreciate the links Mr. Allen makes between karate forms and organization, and again between real-world fights and dealing with real-life emergencies. You can't be truly creative or take advantage of spontaneous opportunities if you're not practicing staying on top of your commitments and tasks with a good system in place that you trust. So - start with "Getting Things Done" to learn all the forms. Then get "Ready for Anything" to continue improving at the black belt level. My highest recommendation, if you're ready for it.

Did not get past the first couple chapters.

Tons of solid info in this book. Great for people who are looking to understand the philosophy of GTD even better and take their implementation of it to the next level.

I never thought I could get too much of David Allen, the productivity guru whose 'Getting Things Done' system has transformed my work and life habits. But this book borders on too much of a good thing. At least, that is, if you sit down and read right through it. The trick is to ration. While I don't know whether the number 52 was chosen to give us a two-to-three page sampling of Allen's writing on a weekly basis, the truth is it works well that way. I'm integrating it into Allen's famous 'weekly review', the bone marrow of a productive work-life organism. In such small doses, it's good stuff. Allen and his staff have culled these reflections from his writings over the year. The power of 'GTD' lies in its simplicity, so you won't find vastly divergent essays on politics, literature, and the price of gasoline in Idaho. What you will find is a simple and tenacious focus on a system that allows you to clear your mind and focus on the one thing you're choosing to do right now. On balance and in moderation, that's a good thing.

It answers the between the lines of the other books and his processes. It explains the Why he thought of his system.

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