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# Get It Done Book

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free service is below to support you every action of the way.

## Get It Done

### From Procrastination to Creative Genius in 15 Minutes a Day

*New World Library*

"Organized" and "artist" don't usually go together. Creative types are more often seen as sensitive, melodramatic, eccentric, misunderstood, and the like. To labels like this, Sam Bennett says, "Congratulations! You're an artist." And through The Organized Artist Company, she has coached hundreds of artists to overcome procrastination, lack of focus, and time-sucking habits so that they can get their art

done and out into the world. Bennett explains why "procrastination is genius in disguise" and then prescribes dozens of wonderfully revelatory exercises. From "My Heroes" lists to "Could Do" lists (because To-Do lists make Bennett belligerent) to recognizing who you should not talk to about your project and when research has created Analysis Paralysis, each of these actions requires only a 15-minute commitment. But while quickly accomplished, each shifts the reader's thinking and prompts the kind of insights that have the power to turn underperforming geniuses into accomplished artists"--

## **Get It Done**

## **Surprising Lessons from the Science of Motivation**

*Little, Brown Spark*

Discover a "compelling" framework for setting and achieving your goals (Carol Dweck, author of *Mindset*), from a psychologist on the cutting edge of motivational science. A great deal of ink has been spilled on the subject of motivating and influencing others, but what happens when the person you most want to influence is you? Setting and achieving goals for yourself—at work, at home, and in relationships—is harder than it seems. How do you know where to start? How do you carry on in the face of roadblocks and distractions? How do you decide which tasks

and ambitions to prioritize when you're faced with more responsibilities, needs, and desires than you can keep track of? In *Get It Done*, psychologist and behavioral scientist Ayelet Fishbach presents a new theoretical framework for self-motivated action, explaining how to: Identify the right goals Attack the "middle problem" Battle temptations Use the help of others around you And so much more... With fascinating research from the field of motivation science and compelling stories of people who learned to motivate themselves, *Get It Done* illuminates invaluable strategies for pulling yourself in whatever direction you want to go—so you can

achieve your goals while staying healthy, clearheaded, and happy.

## **Getting Things Done**

### **The Art of Stress-Free Productivity** *Penguin*

The book *Lifhack* calls "The Bible of business and personal productivity." "A completely revised and updated edition of the blockbuster bestseller from 'the personal productivity guru'"—*Fast Company* Since it was first published almost fifteen years ago, David Allen's *Getting Things Done* has become one of the most influential business books of its era, and the ultimate book on personal organization. "GTD" is now shorthand for an

entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots. Allen has rewritten the book from start to finish, tweaking his classic text with important perspectives on the new workplace, and adding material that will make the book fresh and relevant for years to come. This new edition of *Getting Things Done* will be welcomed not only by its hundreds of thousands of existing fans but also by a whole new generation eager to adopt its proven principles.

### **From To-Do to Done**

### **How to Go from**

### **Busy to Productive by Mastering Your To-Do List**

*Sourcebooks, Inc.*

Trying to remember a bunch of details and tasks isn't the best use of your brainpower. By collecting all of your tasks in one place, you can reserve your mental energy for work that drives significant results, both in your professional life and your personal life. To start, productivity expert Maura Thomas takes us through an exercise called "brain dumping," which will clear your mind of all the things you're trying to remember you have to do—all the things that are distracting you or keeping you up at night. She then shows us the right way to use a calendar, the tools you'll need to succeed, and a better way of

categorizing your tasks in order to identify the best use of your time and inspire you to take action. This is not another book on time management; this is a book on how to take back control of your busy life. Not only will you be focusing on the things that truly matter, but you'll also experience boosts in your mood and mindset—you'll feel more in control and less overwhelmed; you'll feel a greater sense of accomplishment now that you're focusing on what's truly important to you.

**Marley Dias Gets It Done: And So Can You!** *Scholastic Inc.*

Marley Dias, the powerhouse girl-wonder who started the

#1000blackgirlbooks campaign, speaks to kids about her passion for making our world a better place, and how to make their dreams come true! In this accessible guide with an introduction by Academy Award-nominated filmmaker Ava DuVernay, Marley Dias explores activism, social justice, volunteerism, equity and inclusion, and using social media for good. Drawing from her experience, Marley shows kids how they can galvanize their strengths to make positive changes in their communities, while getting support from parents, teachers, and friends to turn dreams into reality. Focusing on the importance of literacy and diversity, Marley offers suggestions on

book selection, and delivers hands-on strategies for becoming a lifelong reader.

## **Get Sh\*t Done**

### **The Ultimate Guide to Productivity, Procrastination, and Profitability**

*John*

*Wiley & Sons*

Discover the lost secrets of accomplishment and achievement! Do you want to do more, accomplish more? Of course you do, everyone does. So, what's stopping you? Get Sh\*t Done not only shows you what's preventing you from daily achievement, it provides the tools and the strategies to help you get to where you want to be. Get Sh\*t Done is much more than just the title of

this book, it's the method that unlocks the secrets of accomplishment and achievement—the GSD Secret Formula. In this book, you will learn to identify and implement the elements of superior productivity, eliminate the causes of procrastination, and achieve the best possible outcomes in business and in life. This valuable guide gives you a comprehensive, step-by-step plan for achieving maximum productivity. Bestselling author and "King of Sales" Jeffrey Gitomer guides you through each aspect of the GSD process, from attitude, desire, and determination, to goals, productivity, resilience, and fulfillment. Engaging and easy to read, this

book shows you how to discover the best ways to invest your time into productive and profitable actions—and feel great about your achievements. Using the proven, immediately-actionable GSD Formula, you're on your way to: Doubling your achievements, your work habits, and your income Implementing simple shifts and simple actions that increase positive outcomes Recognizing the early warning signs of procrastination and reluctance Eliminating the major GSD distractions that hold you back Discovering how to select, set, and achieve your goals Get Sh\*t Done: The Ultimate Guide to Productivity, Procrastination, & Profitability is a must-

have resource for anyone who wants to never again say "I'll do it later" and just get it done.

## **The Heart to Start**

### **Stop Procrastinating & Start Creating** *Kadavy, Inc.*

It's a terrible feeling. To know you have a gift for the world. But to be utterly paralyzed every time you try to discover what that gift is. Stop procrastinating and start creating! In *The Heart to Start*, blogger, podcaster, and award-winning designer David Kadavy takes you on his journey from Nebraska-based cubicle dweller to jet-setting bestselling author, showing you how to stop procrastinating, and start creating. The original and battle-

tested tactics in *The Heart to Start* eliminate fear in your present self, so you can finally become your future self: Tap into the innate power of curiosity. Find the fuel to propel you through resistance. Catch yourself “Inflating The Investment.” Prevent self-destructive time sucks and find the time to follow your art, even if you feel like you have no time at all. Bust through “The Linear Work Distortion.” Inspire action that harnesses your natural creative style. Supercharge your progress with “Motivational Judo.” Lay perfectionism on its back while propelling your projects forward. Inspiring stories weave these techniques into your memory. From

Maya Angelou to Seth Godin. From J. K. Rowling to Steven Pressfield. You'll hear from a Hollywood screenwriter, a chef, and even a creator of a hit board game. Whether you're writing a novel, starting a business, or picking up a paintbrush for the first time in years, *The Heart to Start* will upgrade your mental operating system with unforgettable tactics for ending procrastination before it starts, so you can make your creative dreams a reality. Take your first step and click the buy button. Download *The Heart to Start*, and unlock your inner creative genius today!

**Get-It-Done Guy's 9 Steps to Work Less and Do More**

**Transform Yourself from Overwhelmed to Overachiever***St. Martin's Griffin*

Want to conquer your e-mail inbox once and for all? Need help getting organized and staying focused? Start reading! Millions of people already benefit from the innovative, time-saving tips that Stever Robbins dispenses each week in his #1 ranked Get-It-Done Guy podcast. Now he's come up with a 9-step plan to transform even the most overwhelmed into an overachiever. You will learn to: Beat procrastination by speed dating your tasks: You'll face anything if it's just for three minutes; schedule small, finite periods of time for those tasks that seem too overwhelming to

get started on. Give your technology a performance review: Our smart phones, PDAs, and computers often make less work in one area while making much more work in others. Review your technology to make sure it's delivering on its promise. Cut out the small talk: Small talk builds superficial relationships, which is a grand waste of time. Ask better questions to make instant connections that'll benefit you for years to come. Written in the uniquely humorous style Stever is known for, Get-It-Done Guy's 9 Steps to Work Less and Do More will help you break the bad habits slowing you down and holding you back. Work less and do more—your free time is

waiting!

## Get It Done

### **The 21-Day Mind Hack System to Double Your Productivity and Finish What You Start**

*TCKPublishing.com*

This book is for creative entrepreneurs who have a mission and a message to deliver to the world. I call them Awakened Creators - people who have chosen to awaken their genius and powerfully deliver their gifts and message to the world. Bringing our ideas to life isn't easy and more often than not, we find ourselves stalling, procrastinating and holding back. The list of reasons and excuses is endless and deeper down, there is a nagging feeling that

something's wrong and we could be further along in our work than we are now, if only we just did what we needed to do. Maybe we're working all the time and are burned out, but we're not getting the results we want and find ourselves putting off the important things we know we need to do. This book is for you if:- You aren't showing up fully- You're under-achieving and under-delivering- You're tired of your own excuses- You want more freedom, more income and more impact- You want to deliver to the world the things that are inside of you - and stop holding back- You're ready for a change and willing to do what it takes- And most importantly, You're up for the

challenge! The Big Promise... I believe you could be at least 2-16 times more successful than you currently are. All that is needed to make this upgrade is for you to show up fully in your power, stay focused on your most impactful project, and stop wasting time in the small stuff that's getting you nowhere. I believe you are extremely powerful. I believe you have a message to share and many lives to change. Once you get those annoying voices, ineffective working habits, and reasons for playing small out of your head and your life, you'll be free to create fearlessly and make amazing things happen - Fast.

## **Rest**

## **Why You Get More Done When You Work Less** *Basic Books*

Sit back and relax and learn about why overworking and under resting can be harmful to yourself and your career. "Rest is such a valuable book. If work is our national religion, Pang is the philosopher reintegrating our bifurcated selves."--- Arianna Huffington, New York Times Book Review Overwork is the new normal. Rest is something to do when the important things are done-but they are never done. Looking at different forms of rest, from sleep to vacation, Silicon Valley futurist and business consultant Alex Soojung-Kim Pang dispels the myth that the harder we work the better the outcome. He

combines rigorous scientific research with a rich array of examples of writers, painters, and thinkers--from Darwin to Stephen King---to challenge our tendency to see work and relaxation as antithetical.

"Deliberate rest," as Pang calls it, is the true key to productivity, and will give us more energy, sharper ideas, and a better life. Rest offers a roadmap to rediscovering the importance of rest in our lives, and a convincing argument that we need to relax more if we actually want to get more done.

### **Get it Done Now!**

### **Own Your Time, Take Back Your Life**

*Gildan Media LLC aka  
G&D Media*

While productivity and time management expert Brian Tracy has been writing bestselling books and giving seminars on these topics for well over thirty years, the challenge of remaining optimally productive in our modern world has never been greater. How can this be? We live in the most technologically advanced period of history in the most technologically advanced country. With the advent of mobile phones, killer apps, internet speeds that stagger the imagination, and nearly any bit of information, products, and solutions only one click away, how can it be that remaining optimally productive is such a challenge for so many? In a word:

DISTRACTION. Many of us spend precious time focusing on the incessant e-mails, texts, notifications, ads, etc. that seem important—even urgent—to our success and happiness, but, in reality, only complicate our lives and take us even further from our goals. Brian addresses this challenge of distraction in its many forms and shows you how to “feed your focus” on a daily basis. You will learn: • Productivity Promises and Pitfalls in our Modern Age • The Psychology of Productivity • The Best Productivity Methods Ever Conceived • How to End Procrastination Once and For All • Productivity and Relationships: Where it Applies and Where It Doesn’t Look for these

other books by BRIAN TRACY

Entrepreneurship • Make More Money • The Science of Influence • The Science of Money • The Science of Motivation

### **See You Later, Procrastinator!**

**(Get It Done)** *Free Spirit Publishing*

Kids today are notorious for putting things off—it’s easy for homework and chores to take a backseat to playing video games, hanging out with friends, watching television, or surfing online. Full-color cartoons and kid-friendly text teach kids how to get motivated, stay motivated, and get things done. Kids learn 12 reasons why people procrastinate and 12 Procrastination

Busters that can help; 20 ways to kiss procrastination goodbye; tips for avoiding setbacks like the dreaded Domino Effect; and Mighty Motivators and Fun Rewards to keep them on track. See You Later, Procrastinator! gives kids lots of ways to kick the procrastination habit and feel more in charge of their lives.

### **How to Get Sh\*t Done**

**Why Women Need to Stop Doing Everything so They Can Achieve Anything** *Simon and Schuster*

From the editor-in-chief and co-owner of the highly respected self-improvement site Pick the Brain comes an inspirational guide for

overscheduled, overwhelmed women on how to do less so that they can achieve more. Women live in a state of constant guilt: that we're not doing enough, that we're not good enough, that we can't keep up. If we're not climbing the corporate ladder, building our side hustle, preparing home-cooked meals, tucking the kids in at night, meditating daily, and scheduling playdates, date nights, and girls' nights every week, we feel like we're not living our best lives. Yet traditional productivity books—written by men—barely touch on the tangle of cultural pressures that women feel when facing down a to-do list. Now, Erin Falconer will show you how to do less—a lot

less. In fact, *How to Get Sh\*t Done* will teach you how to zero in on the three areas of your life where you want to excel, and then it will show you how to off-load, outsource, or just stop giving a damn about the rest. As the founder of two technology start-ups and one of Refinery29's Top 10 Women Changing the Digital Landscape for Good, Erin has seen what happens when women chase an outdated, patriarchal model of productivity, and now she shows you how even the most intense perfectionist among us can tap into our inner free spirit and learn to feel like badasses. Packed with real-life advice, honest stories from Erin's successful career, and dozens of actionable

resources, *How to Get Sh\*t Done* will forever reframe productivity so that you can stop doing everything for everyone and start doing what matters to you.

### **Eat That Frog!**

#### **21 Great Ways to Stop Procrastinating and Get More Done in Less Time**

*ReadHowYouWant.com*

Every idea in this book is focused on increasing your overall levels of productivity, performance, and output and on making you more valuable in whatever you do. You can apply many of these ideas to your personal life as well. Each of these twenty-one methods and techniques is complete in itself. All are necessary. One

strategy might be effective in one situation and another might apply to another task. All together, these twenty-one ideas represent a smorgasbord of personal effectiveness techniques that you can use at any time, in any order or sequence that makes sense to you at the moment. The key to success is action. These principles work to bring about fast, predictable improvements in performance and results. The faster you learn and apply them, the faster you will move ahead in your career - guaranteed! There will be no limit to what you can accomplish when you learn how to Eat That Frog!

### **Get It Done**

### **The Simple Process for Finding Harmony by Destroying Your To-Do List**

Using a clear and succinct, 9-Step process, this book brings you from chaos and frustration to fulfilling productivity with proven strategies to deal with this crazy, always-on world. Leveraging neuropsychology, behavioral science, and Neuro-Linguistic Programming, Author Belinda Goodrich has effectively defined why many people are stuck in a cycle of overwhelm and suffer with a lack of fulfillment in their lives. With an understanding of the conscious and subconscious brain, the nine steps of GET IT DONE allow the reader to truly take control of their lives. There are 24

critical habits included that are built over time maximizing the impact of this program. If you have ever desired more hours in the day, you must read this book.

### **What Motivates Getting Things Done**

#### **Procrastination, Emotions, and Success** *Rowman & Littlefield*

A marvel of evolution is that humans are not solely motivated by their desire to experience positive emotions. They are also motivated, and even driven to achieve, by their attempt to avoid or seek relief from negative ones. *What Motivates Getting Things Done: Procrastination, Emotions, and Success* explains how anxiety is

like a highly motivating friend, why you should fear failure, and the underpinnings of shame, distress, and fear in the pursuit of excellence. Many successful people put things off until a deadline beckons them, while countless others can't resist the urge to do things right away. Dr. Lamia explores the emotional lives of people who are successful in their endeavors—both procrastinators and non-procrastinators alike—to illustrate how the human motivational system works, why people respond to it differently, and how everyone can use their natural style of getting things done to their advantage. The book illustrates how the different timing of

procrastinators and non-procrastinators to complete tasks has to do with when their emotions are activated and what activates them. Overall, *What Motivates Getting Things Done* illustrates how emotions play a significant role in our style of doing, along with our way of being, in the world. Readers will acquire a better understanding of the innate biological system that motivates them and how they can make the most of it in all areas of their lives.

### **American Reboot**

#### **An Idealist's Guide to Getting Big Things Done** *Simon and Schuster*

From former Republican Congressman and CIA Officer Will Hurd, a

bold political playbook for America rooted in the timeless ideals of bipartisanship, inclusivity, and democratic values. It's getting harder to get big things done in America. The gears of our democracy have been mucked up by political nonsense. To meet the era-defining challenges of the 21st century, our country needs a reboot. In *American Reboot*, Hurd, called "the future of the GOP" by Politico, provides a clear-eyed path forward for America grounded by what Hurd calls pragmatic idealism—a concept forged from enduring American values to achieve what is actually achievable. Hurd takes on five seismic problems facing a country in crisis: the Republican

Party's failure to present a principled vision for the future; the lack of honest leadership in Washington, DC; income inequality that threatens the livelihood of millions of Americans; US economic and military dominance that is no longer guaranteed; and how technological change in the next thirty years will make the advancements of the last thirty years look trivial. Hurd has seen these challenges up close. A child of interracial parents in South Texas, Hurd survived the back alleys of dangerous places as an CIA officer. He carried that experience into three terms in Congress, where he was, for a time, the House's only Black Republican, representing a 71 percent Latino swing district in Texas that runs along 820 miles of US-Mexico border. As a cyber security executive and innovation crusader, Hurd has worked with entrepreneurs on the cutting edge of technology to anticipate the shockwaves of the future. Hurd draws on his remarkable experience to present an inspiring guide for America. He outlines how the Republican party can look like America by appealing to the middle, not the edges. He maps out how leaders should inspire rather than fearmonger. He forges a domestic policy based on the idea that prosperity should be a product of empowering people, not the

government. He articulates a foreign policy where our enemies fear us and our friends love us. And lastly, he charts a forceful path forward for America's technological future. We all know we can do better. It's time to hit "ctrl alt del" and start the American Reboot.

### **Get Sh\*t Done** *Penguin*

Get Shit Done. Less meetings, more doing. Passion never fails. Startup Vitamins aims to provide doses of vitalizing support to startups to help them throughout their development. Posters are created to provide inspiration, reminding startups of key aspects to success while also offering a constant stream of other inspirational quotes on

their blog. There's rocket-fuelled insight from the pioneers of the Lean revolution, alongside timeless wisdom from Zuckerberg, Bezos and Jobs. For instance: "It takes time, it's a grind. There are no shortcuts. You've got to grind and grind." - Mark Cuban "Better to be right about the trend and wrong about the implementation, than the other way around." - Aaron Levie, Box.net "Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do." - Steve Jobs "Most people are searching for a path to success that is both easy and certain. Most paths are neither." -

Seth Godin “Don’t let people tell you your ideas won’t work. If you’re passionate about an idea that’s stuck in your head, find a way to build it so you can prove to yourself that it doesn’t work.” – Dennis Crowley, Foursquare Whenever you’re in search of inspiration and motivation, pick up this book. And then Get Shit Done.

### **Mind Management, Not Time Management**

### **Productivity When Creativity Matters** *Kadavy, Inc.*

You have the TIME. Do you have the ENERGY? You’ve done everything you can to save time. Every productivity tip, every “life hack,” every time management

technique. But the more time you save, the less time you have. The more overwhelmed, stressed, exhausted you feel. “Time management” is squeezing blood from a stone. Introducing a new approach to productivity. Instead of struggling to get more out of your time, start effortlessly getting more out of your mind. In *Mind Management*, Not Time Management, best-selling author David Kadavy shares the fruits of his decade-long deep dive into how to truly be productive in a constantly changing world. Quit your daily routine. Use the hidden patterns all around you as launchpads to skyrocket your productivity. Do in only five minutes what used

to take all day. Let your “passive genius” do your best thinking when you’re not even thinking. “Writer’s block” is a myth. Learn a timeless lesson from the 19th century’s most underrated scientist. Wield all of the power of technology, with none of the distractions. An obscure but inexpensive gadget may be the shortcut to your superpowers. Keep going, even when chaos strikes. Tap into the unexpected to find your next Big Idea. Mind Management, Not Time Management isn’t your typical productivity book. It’s a gripping page-turner chronicling Kadavy’s global search for the keys to unlock the future of productivity. You’ll learn faster, make better decisions,

and turn your best ideas into reality. Buy it today.

## **The 12 Week Year**

**Get More Done in 12 Weeks than Others Do in 12 Months** *John Wiley & Sons*

The guide to shortening your execution cycle down from one year to twelve weeks. Most organizations and individuals work in the context of annual goals and plans; a twelve-month execution cycle. Instead, The 12 Week Year avoids the pitfalls and low productivity of annualized thinking. This book redefines your “year” to be 12 weeks long. In 12 weeks, there just isn’t enough time to get complacent, and urgency increases and intensifies. The 12

Week Year creates focus and clarity on what matters most and a sense of urgency to do it now. In the end more of the important stuff gets done and the impact on results is profound. Explains how to leverage the power of a 12 week year to drive improved results in any area of your life Offers a how-to book for both individuals and organizations seeking to improve their execution effectiveness Authors are leading experts on execution and implementation Turn your organization's idea of a year on its head, and speed your journey to success.

### **The Getting Things Done Workbook**

### **10 Moves to Stress-Free Productivity**

*Penguin*

An accessible, practical, step-by-step how-to guide that supplements Getting Things Done by providing the details, the how-to's, and the practices to apply GTD more fully and easily in daily life The incredible popularity of Getting Things Done revealed people's need to take control of their own productivity with a system that reduces the stress of staying on top of it all. Around the world hundreds of certified trainers and coaches are engaged full time in teaching the process, supported by a grassroots movement of Meetup groups, LinkedIn groups, Facebook groups, podcasts, blogs and dozens of apps based on it. While Getting Things Done

remains the definitive way to gain perspective over work and create the mental space for creativity and mindfulness, The Getting Things Done Workbook enhances the original by providing an accessible guide to the GTD methodology in workbook form. The workbook divides the process into small, manageable segments to allow for easier learning and doing. Each chapter identifies a challenge the reader may be facing--such as being overwhelmed by too many to-do lists, a messy desk, or email overload--and explains the GTD concept to address. The lessons can be learned and implemented in almost any order, and whichever is adopted will provide immediate

benefits. This handy instructional manual will give both seasoned GTD users and newcomers alike clear action steps to take to reach a place of sustained efficiency.

### **Just Get It Done**

**Conquer Procrastination, Eliminate Distractions, Boost Your Focus, Take Massive Action Proactively and Get Difficult Things Done Faster** *Createspace Independent Publishing Platform*

Conquer Your Inner Procrastinator, Develop Proactive Mindset, Handle Difficult Tasks with Ease, and Achieve Your Goals What if you master your time and attention and get more done in less time? What if you are able to

handle distractions smartly without affecting your relationship with others? Imagine mastering difficult tasks with ease and getting appreciated for your work. Imagine being able to finish your important projects well before time, while others get stressed and anxious. Imagine spending quality time with your loved ones and friends without any work stress or anxiety. If you are sincerely looking for effective ways to conquer your inner procrastinator, increase your focus and productivity and get more done in less time, there is a simple and practical solution: JUST GET IT DONE: Conquer Procrastination, Eliminate Distractions, Boost Your Focus, Take

Massive Action Proactively and Get Difficult Things Done Faster JUST GET IT DONE is written to comprehensively explain the key reasons, mindset problems and the language, which causes one to procrastinate. The book focuses on mindset development and shows 27 effective strategies to get things done faster. This Book provides a detailed blueprint for mental reprogramming and mindset development to conquer your inner procrastinator and take massive action proactively. It will help you learn the actionable strategies to consistently take action, which will help you get more done in less time. In this

holistic blueprint: You will learn what is Procrastination with real-life examples, you will resonate and relate with. How Procrastination is distinctively disastrous, as compared to other philosophies around like prioritization and Procrastination on Purpose (POP). 5 Mindset Bugs which rule the Procrastinator's mind and how these differ from a non-procrastinator's mindset with a focus on mindset development. 11 key Reasons why People Procrastinate (You will definitely find yours) Lastly, the most actionable portion of this book, 27 time-tested strategies, implemented by the productivity stars to beat procrastination and rock their performance to the next best level. And how can you learn these strategies? Learn the less heard principles like "Step One-Clarity Rule" and how to quickly start anything despite feeling overwhelmed. You will understand how "Just in Time" approach works wonder instead of "Just in Case" approach. You will learn how to mitigate digital distractions by 75% instantly by following practical strategies And much more practical and useful action steps. JUST GET IT DONE is for ANYONE who struggles to take action. Whether you're a student, knowledge worker, small or medium sized entrepreneur, solopreneur or stay-at-

home parent, the strategies described in this book are equally effective and transformational for everyone. So Grab your copy of JUST GET IT DONE today to beat your inner procrastination, sharpen your focus and productivity and get results faster. Scroll to the top and click the "BUY NOW"

### **Get More Done In Less Time**

#### **How to Be More Productive and Stop Procrastinating**

*Createspace  
Independent Publishing  
Platform*

Do you find it difficult to motivate yourself? Would you like to achieve your goals quicker and have more free time to enjoy yourself? How would

your life change if you could triple, even quadruple your productivity? This book provides you with actionable steps that some of the most successful people in the world use to dramatically increase their productivity and the amount of success they see in their lives. It is all given to you in an easy-to-digest formula in this life-changing book. The information within this book has the potential to not only increase your productivity, but also to completely change your life in ways that you couldn't imagine. Recent scientific and psychological studies have proven that using the powers of the human mind, one can actually manifest everything they desire

to achieve or accomplish in very short amounts of time. This book combines the scientific and mysterious aspects of reaching goals with practical and actionable methods to make the process of getting more done in less time straightforward and simple. Practicing any of the strategies and techniques mentioned in this book will positively affect your life. Practicing all of them will completely shatter your current reality and lead you to a life of massive success and achievement. Topics covered in this book include: Intrinsic Motivation Goal Setting Visualization Self-talk Time Management Morning routines Eliminating distractions

Productive time blocks  
 Creating Incentives  
 Reward systems  
 Fear systems  
 Publicizing intentions  
 Building Momentum  
 Re-framing beliefs  
 The small things  
 Mastermind groups  
 Enjoying the process  
**ABOUT THE AUTHOR:**  
 My name is Beau, and I have been studying success and personal achievement for over 3 years. I have learned from some of the most successful people in the world what it takes to get stuff done and be successful in life. I have incorporated everything I've learned into my own life and have seen incredible results. My goal is to share what I have learned with as many people as possible so that they can go on to live successful and fulfilling lives. I am very passionate about

personal development and love to help people. I write and I run a blog at <http://www.healthandhappinessfoundation.com>. Besides that, I love to eat healthy food, play all types of sports, read, travel, talk about science and philosophy, and give back to the community. I hope that you will join me on my journey of personal growth so that we can all grow together and make this world a better place!

### **Smart and Gets Things Done**

#### **Joel Spolsky's Concise Guide to Finding the Best Technical Talent**

*Apress*

A "good" programmer can outproduce five, ten, and sometimes

more run-of-the-mill programmers. The secret to success for any software company then is to hire the good programmers. But how to do that? In *Joel on Hiring*, Joel Spolsky draws from his experience both at Microsoft and running his own successful software company based in New York City. He writes humorously, but seriously about his methods for sorting resumes, for finding great candidates, and for interviewing, in person and by phone. Joel's methods are not complex, but they do get to the heart of the matter: how to recognize a great developer when you see one.

### **Execution**

#### **The Discipline of**

## Getting Things Done

*Currency*

#1 NEW YORK TIMES  
BESTSELLER • More

than two million copies in print! The premier resource for how to deliver results in an uncertain world, whether you're running an entire company or in your first management job. "A must-read for anyone who cares about business."—The New York Times When *Execution* was first published, it changed the way we did our jobs by focusing on the critical importance of "the discipline of execution": the ability to make the final leap to success by actually getting things done. Larry Bossidy and Ram Charan now reframe their empowering message for a world in which the old rules

have been shattered, radical change is becoming routine, and the ability to execute is more important than ever. Now and for the foreseeable future: • Growth will be slower. But the company that executes well will have the confidence, speed, and resources to move fast as new opportunities emerge. • Competition will be fiercer, with companies searching for any possible advantage in every area from products and technologies to location and management. • Governments will take on new roles in their national economies, some as partners to business, others imposing constraints. Companies that execute well will be more attractive to

government entities as partners and suppliers and better prepared to adapt to a new wave of regulation. • Risk management will become a top priority for every leader. Execution gives you an edge in detecting new internal and external threats and in weathering crises that can never be fully predicted. Execution shows how to link together people, strategy, and operations, the three core processes of every business. Leading these processes is the real job of running a business, not formulating a “vision” and leaving the work of carrying it out to others. Bossidy and Charan show the importance of being deeply and

passionately engaged in an organization and why robust dialogues about people, strategy, and operations result in a business based on intellectual honesty and realism. With paradigmatic case histories from the real world—including examples like the diverging paths taken by Jamie Dimon at JPMorgan Chase and Charles Prince at Citigroup—Execution provides the realistic and hard-nosed approach to business success that could come only from authors as accomplished and insightful as Bossidy and Charan.

### **Getting Shit Done**

### **The No-Nonsense Framework for Closing the**

## Strategy-Execution Gap

Organizations continue to struggle achieving their strategies. Although organizations and industries can identify what needs to change, most strategy-execution efforts fail. Those strategy executions that don't fail outright will limp forward. Staggering price tags, incomplete deliverables, and a demoralized workforce usually lie in the wake of many change efforts. Not that this is a new problem, but the pace of competition and innovation today has substantially raised the stakes of the game. What worked yesterday may not work today, and an organization needs to be dynamic enough to choose new courses of action and make them

a reality. Enough already. Closing the strategy execution gap starts by acknowledging that execution is a distinctive discipline and skillset built over time. By learning how to set better targets, align resources, lead at all levels, deliver results, and build controls around processes, we learn to build a system that ensures what gets done, stays done.

## Finish

### Give Yourself the Gift of Done

*Penguin*  
#1 Wall Street Journal bestseller! Jon Acuff, New York Times best-selling author of *Do Over*, *Quitter*, and *Start*, offers strategies for anyone who's ever wondered, "Why can't I finish what I started?"

According to studies, 92 percent of New Year's resolutions fail. You've practically got a better shot at getting into Juilliard to become a ballerina than you do at finishing your goals. For years, I thought my problem was that I didn't try hard enough. So I started getting up earlier. I drank enough energy drinks to kill a horse. I hired a life coach and ate more superfoods. Nothing worked, although I did develop a pretty nice eyelid tremor from all the caffeine. It was like my eye was waving at you, very, very quickly. Then, while leading a thirty-day online course to help people work on their goals, I learned something surprising: The most effective exercises were not those that pushed people to work harder. The ones that got people to the finish line did just the opposite—they took the pressure off. Why? Because the sneakiest obstacle to meeting your goals is not laziness, but perfectionism. We're our own worst critics, and if it looks like we're not going to do something right, we prefer not to do it at all. That's why we're most likely to quit on day two, "the day after perfect"—when our results almost always underperform our aspirations. The strategies in this book are counterintuitive and might feel like cheating. But they're based on studies conducted by a university researcher with hundreds of participants. You might not guess that having

more fun, eliminating your secret rules, and choosing something to bomb intentionally works. But the data says otherwise. People who have fun are 43 percent more successful! Imagine if your diet, guitar playing, or small business was 43 percent more successful just by following a few simple principles. If you're tired of being a chronic starter and want to become a consistent finisher, you have two options: You can continue to beat yourself up and try harder, since this time that will work. Or you can give yourself the gift of done.

### **To Do Doing Done**

### **A Creative Approach to Managing**

### **Projects and Effectively Finishing What Matters Most**

*Simon and Schuster*

Describes a system of evaluation, prioritizing, and time management that boosts productivity and overcomes unexpected developments

### **How Successful People Get It Done**

How did Kobe become one of the best athletes in the world? What made Beyonce, Beyonce? Where's the thin line between success and failure... and for that matter why are New Year resolutions so damn hard to accomplish? Science, brain mapping, pattern recognition, and age-old philosophies are put to a test as we delve deep into the art of triumph and the

habit of success. It's all a matter of reimagining and relaunching who you are. Your biology, your chemistry, and your very DNA for a better you; to be the top performer in your field and station in life. In this book, we will digest and analyze the tales and fables of the greats; the good, the bad, the ugly... and, overall the downright exaggerated. We will chart the habits, rituals, and sketches that promote success, happiness, and victory.- Learn about the monomyth and why we are inherently drawn to supplanting our mentors.- Gain inside knowledge on who you are. Study your default state, pick apart your hiccups, and accentuate your positive traits. - Enroll

in an in-depth account of the secrets of mastering a skill.- Grasp the inside scoop on why your biology is working against you.- Study why residual traits from those long-forgotten days of our Flintstone lifestyle are now pressuring you into running circles around your work.- Determine why "ownership models" are riding your psyche and how market masters are suing these biases against you. All those topics plus a hundred more - not to mention un-endorsed celebrity cameos - are just a click away.

**Delegating Effectively: A Leader's Guide to Getting Things Done**  
*Center for Creative Leadership*

In today's organizations, leaders are neither able nor expected to do everything themselves. The consequences of trying to do so can be dire. That's why the ability to delegate effectively- to assign new projects and responsibilities to individuals or a team and providing the authority, resources, directions, and support needed to achieve the expected results-is an essential leadership skill. This guidebook outlines the benefits of effective delegation and the fears and concerns that can prevent or hinder it, then offers four key ideas that leaders can use to enable better delegation.

**Blueprint for a Book**  
*Tree Farm Books*

How to write a novel in the most efficient way by tackling the hardest part before you start to write, from top book coach Jennie Nash "This process makes me want to write, and it makes what I'm writing better. I read it before every draft. It's that good." -KJ Dell'Antonia, New York Times bestselling author of *The Chicken Sisters* Whether you're writing your first novel or your tenth, there is a temptation to pin it to the page before it disappears. It's such a brilliant idea and you can see the whole thing shimmering in your mind, just out of reach. Maybe you do some work on character development and plotting, but you're a racehorse at the gate, ready to run, ready to write. This

book is an argument to stop and define the foundational elements of your story before you keep writing - which means understanding your motivation as a writer, considering your reader's expectations, and making sure your story has a solid structure that will hold up inside and out from beginning to end. This clarity is what gives a novel its power and a writer their confidence. Jennie Nash is the creator of the Book Coach Certification program at Author Accelerator and has taught hundreds of book coaches and thousands of novelists how to use the Blueprint for a Book system-and the Inside Outline at the heart of it - to help them produce their best

work in the most efficient way. "Jennie Nash turned me into a plotter and changed the way I think about approaching any new project. I'm an Inside Outside outline fan for life!" -Alison Hammer, author of *You and Me and Us and Little Pieces of Me* "If you are about to start writing or revising your novel - hold up! You need this book before putting fingers to keyboard. It's a step-by-step design-your-novel manual that encapsulates the most important aspect of great story-telling: how to reach deep into your writerly heart and into the heart of the story you want to bring to life." - Janet Fox, author of *The Artifact Hunters* "I will sing the praises of the Inside Outline forever. It's f\*ing

genius." -Carla Naumburg, author of *How to Stop Losing Your Sh\*t With Your Kids* "The Inside Outline is making writing easier. I can focus more on the writing rather than discovering what the scene is about when I'm creating it. Why isn't every writer using it? Instead, people are plonking down good money to be told ten key steps in writing dialogue or setting a scene. I'm so grateful I'm no longer one of them." - Kate Kimball, first time novelist

## **Statistics Done Wrong**

**The Woefully Complete Guide** No Starch Press

Scientific progress depends on good research, and good

research needs good statistics. But statistical analysis is tricky to get right, even for the best and brightest of us. You'd be surprised how many scientists are doing it wrong. *Statistics Done Wrong* is a pithy, essential guide to statistical blunders in modern science that will show you how to keep your research blunder-free. You'll examine embarrassing errors and omissions in recent research, learn about the misconceptions and scientific politics that allow these mistakes to happen, and begin your quest to reform the way you and your peers do statistics. You'll find advice on: -Asking the right question, designing the right experiment, choosing the right

statistical analysis, and sticking to the plan -How to think about p values, significance, insignificance, confidence intervals, and regression -Choosing the right sample size and avoiding false positives -Reporting your analysis and publishing your data and source code -Procedures to follow, precautions to take, and analytical software that can help Scientists: Read this concise, powerful guide to help you produce statistically sound research. Statisticians: Give this book to everyone you know. The first step toward statistics done right is *Statistics Done Wrong*.

### **Get Things Done**

### **What Stops Smart People Achieving**

### **More and How You Can Change** *John Wiley & Sons*

Robert Kelsey's *What's Stopping You?* has become a self-help classic. His *What's Stopping You?* books have helped thousands of people worldwide overcome their limiting beliefs and bash through their barriers to success. Now Robert is back to help us defeat the obstacles that stop us achieving more in our everyday lives. Many of us have the greatest of intentions but find ourselves procrastinating, which results in low attainment and frustrated ambitions. Grounded in solid psychological research Robert helps us examine why we might have these tendencies and how to overcome

them in order to feel more together, in control and on-top of everything. Looks at the psychology behind why we procrastinate, in order to understand and change our behaviour, forming new, effective habits Provides practical solutions to help us 'get things done' in real life situations including meetings, on the phone, with e-mail, looking for a job and starting a business Includes techniques to improve focus and aid concentration Examines how disorganisation is not innate and how we can learn processes that will allow us to be more effective How to bring control to certain areas of your life and reduce stress and uncertainty Get Things Done is emotional ergonomics

for the organisationally-challenged individual - at home, at work, with themselves, and with others.

## **The Power to Get Things Done**

### **(Whether You Feel Like It Or Not)**

*TarcherPerigee*

"Whether you run your own business or work for someone else, you've probably got a lot on your plate. Along with the portion of your work that you truly feel like doing comes a generous helping of things you'd rather not do. As consultants, Steve Levinson and Chris Cooper have seen countless clients struggle--and often fail--to do the many success-producing things they know they should do but don't

feel like doing. The Power to Get Things Done will teach you how to consistently turn your good intentions into action so that you can be as successful as possible in the work you do. Don't feel like filing those pesky tax forms or making the follow-up calls you've been putting off? The Power to Get Things Done will show you how to get yourself--and keep yourself--in gear, "--Amazon.com.

## **Girl Code**

### **Gaming, Going Viral, and Getting It Done**

*HarperCollins*

A New York Public Library Best Book of 2017 Perfect for aspiring coders everywhere, Girl Code is the story of two teenage tech phenoms

who met at Girls Who Code summer camp, teamed up to create a viral video game, and ended up becoming world famous. The book also includes bonus content to help you start coding! Fans of funny and inspiring books like Maya Van Wagenen's Popular and Caroline Paul's Gutsy Girl will love hearing about Andrea "Andy" Gonzales and Sophie Houser's journey from average teens to powerhouses. Through the success of their video game, Andy and Sophie got unprecedented access to some of the biggest start-ups and tech companies, and now they're sharing what they've seen. Their video game and their commitment to inspiring young women have been covered by

the Huffington Post, BuzzFeed, CNN, Teen Vogue, Jezebel, the Today show, and many more. Get ready for an inside look at the tech industry, the true power of coding, and some of the amazing women who are shaping the world. Andy and Sophie reveal not only what they've learned about opportunities in science and technology but also the true value of discovering your own voice and creativity. A Junior Library Guild selection A Children's Book Council Best STEM Trade Book for Students K-12

**AARP                      Still  
Procrastinating**

**The No-Regrets  
Guide to Getting It  
Done** *John Wiley &*

*Sons*

AARP Digital Editions offer you practical tips, proven solutions, and expert guidance. In *Still Procrastinating?*, Joseph Ferrari will help you find out why you put things off and learn how to conquer procrastination for good. Do you ever say to yourself "What if I make a bad decision?," "What if I fail?," or "I'm better under pressure"? There are all sorts of reasons people procrastinate. What are yours? This book draws on scientific research on procrastination conducted over more than twenty years by the author and his colleagues, to help you learn what stops you from getting things done so that you can find the solutions that will really work.

Contrary to conventional wisdom, chronic procrastination is not about poor time management, but about self-sabotaging tendencies that can prevent you from reaching your full potential. This book gives you the knowledge and tools you need to understand and overcome these tendencies so you can start achieving your goals--not next week, next month, or next year, but today! Exposes the hidden causes of procrastination, including fear of failure, fear of success, and thrill-seeking Identifies types of procrastinators and helps determine which type describes you Shares surprising information on how factors such as technology and the time of day affect procrastination Examines specific issues related to putting things off in school and at work Shares more than twenty years of research on the causes and consequences of chronic procrastination Written by a psychologist who is an international expert on the subject of procrastination Are you still procrastinating? This take-charge guide will help you stop making excuses and start transforming your life--right now.

**The ONE Thing**

**The Surprisingly Simple Truth Behind Extraordinary Results** *Bard Press*

- More than 500

appearances on national bestseller lists

- #1 Wall Street Journal, New York Times, and USA Today
- Won 12 book awards
- Translated into 35 languages
- Voted Top 100 Business Book of All Time on Goodreads

People are using this simple, powerful concept to focus on what matters most in their personal and work lives. Companies are helping their employees be more productive with study groups, training, and coaching. Sales teams are boosting sales. Churches are conducting classes and recommending for their members. By focusing their energy on one thing at a time people are living more rewarding lives by building their careers, strengthening their

finances, losing weight and getting in shape, deepening their faith, and nurturing stronger marriages and personal relationships.

**YOU WANT LESS.** You want fewer distractions and less on your plate. The daily barrage of e-mails, texts, tweets, messages, and meetings distract you and stress you out. The simultaneous demands of work and family are taking a toll. And what's the cost? Second-rate work, missed deadlines, smaller paychecks, fewer promotions--and lots of stress.

**AND YOU WANT MORE.** You want more productivity from your work. More income for a better lifestyle. You want more satisfaction from life, and more time for yourself, your family, and your friends. **NOW**

YOU CAN HAVE BOTH — LESS AND MORE. In The ONE Thing, you'll learn to \* cut through the clutter \* achieve better results in less time \* build momentum toward your goal\* dial down the stress \* overcome that overwhelmed feeling \* revive your energy \* stay on track \* master what matters to you The ONE Thing delivers extraordinary results in every area of your life--work, personal, family, and spiritual. WHAT'S YOUR ONE THING?

### **The Little Book of Contentment**

**A Guide To Becoming Happy With Life & Who You Are, While Getting Things Done** *Lumen*

*Deo*

Contentment is a super

power. If you can learn the skills of contentment, your life will be better in so many ways: You'll enjoy your life more. Your relationship will be stronger. You'll be better at meeting people. You'll be healthier, and good at forming healthy habits. You'll like and trust yourself more. You'll be jealous less. You'll be less angry and more at peace. You'll be happier with your body. You'll be happier no matter what you're doing or who you're with. Those are a lot of benefits, from one small bundle of skills. Putting some time in learning the skills of contentment is worth the effort and will pay off for the rest of your life.

**Getting Things Done**

## for Teens

### **Take Control of Your Life in a Distracting World** *Penguin*

An adaptation of the business classic *Getting Things Done* for teenage readers. The most interconnected generation in history is navigating unimaginable amounts of social pressure, both in personal and online interactions. Very little time, focus, or education is being spent teaching and coaching this generation how to navigate this unprecedented amount of "stuff" entering their lives each day. How do we help the overloaded and distracted next generation deal with increasing complexity and help them not only survive, but thrive?

How do we help them experience stress-free productivity and gain momentum and confidence? How do we help them achieve autonomy, so that they can confidently take on whatever comes their way? *Getting Things Done for Teens* will train the next generation to overcome these obstacles and flourish by coaching them to use the internationally renowned *Getting Things Done* methodology. In its two editions, David Allen's classic has been translated into dozens of languages and sold over a million copies, establishing itself as one of the most influential business books of its era, and the ultimate book on personal organization. *Getting Things Done*

for Teens will adapt its lessons by offering a fresh take on the GTD methodology, framing life as a game to play and GTD as the game pieces and strategies to play your most effective game. It presents GTD in a highly visual way and frames the methodology as not only as a system for being productive in school, but as a set of tools for everyday life. Getting Things Done for Teens is the how-to manual for the next generation--a strategic guidebook for creating the conditions for a fruitful and effective future.

### **Get Sh\*t Done!**

**From spare room to boardroom in 1,000 days** *Penguin UK*

Do you start every day

with a 'to do' list? Every year with new resolutions? Do you fantasise about winning the lottery, travelling the world or retiring at forty? Many of us dream big but we never truly believe we can achieve our life's ambitions. But it doesn't have to be like this. It is possible to make dreams come true as Niall Harbison has found out - aged just 33, and within 1000 days of starting a business in his bedroom, he sold it for millions. Before that he had already lived what seemed like a charmed life. As a private chef for billionaires (among other highlights, cooking for Bill Gate's fiftieth birthday) he travelled all over the world, getting paid to do so while enjoying a lifestyle normally

reserved for the rich and famous. But Niall Harbison achieved his dreams despite a serious drink problem and crippling bouts of depression. Now he shares his secrets in *Get Sh\*t Done! Get Sh\*t Done!* contains a unique set of principles and a new way of thinking. It includes 'life hacks' that will help you escape the nine-to-five, overcome your limitations and make the things you

dream about actually happen - and quicker than you could ever imagine. Let Niall Harbison be your inspiration. Learn how he got paid to snowboard all day and to surf in Hawaii, still gets paid to go on holiday and has never worked a day in his life. And learn how he doesn't let personal challenges get in the way of his goals. Stop dreaming and instead start getting sh\*t done!