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Lire des ebooks S'organiser pour réussir Philippe Bloch & David Allen PDF, ePub, mobi, Vous croulez sous vos listes de tâches au travail et à la maison ? La méthode GTD (Getting Things Done, d'après le titre américain du livre) ou l'art de l'efficacité sans le stress est une méthode qui permet d'accroître vos capacités d'organisation, votre efficacité et votre créativité sans multiplier vos efforts.

Déjà appliquée dans les plus grandes entreprises internationales, elle peut transformer radicalement votre manière de vivre et de travailler. Son principe : votre efficacité est directement proportionnelle à votre capacité à vous détendre. Si votre esprit est clair et vos idées organisées, vous pouvez améliorer vos performances sans subir de stress.

Ce livre vous apprend à :*

réévaluer vos objectifs au fur et à mesure que les priorités changent*

vous débarrasser du sentiment d'être débordé, anxieux, stressé, impuissant...*

planifier et matérialiser vos projets*

accepter de ne pas pouvoir tout faire en même temps.

« Les stratégies que propose David Allen pour s'acquitter de sa charge de travail sont inestimables. Lisez ce livre ! » Ken Blanchard, coauteur du *Manager minute*.

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