



The Personal Efficiency Program: How to Stop Feeling Overwhelmed and Win Back Control of Your Work

Kerry Gleeson

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A practical guide to getting organized, beating procrastination, and working more efficiently

The Fourth Edition of *The Personal Efficiency Program* continues the book's long tradition of helping overwhelmed professionals get their work lives organized to become more effective and efficient. Readers will learn how to stop procrastinating, stop feeling overwhelmed, and start feeling good about their work lives. This new edition contains new chapters on e-mail and meetings, as well as new content on portable communications and how best to utilize tools like cell phones and Blackberries. As always, this edition features Kerry Gleeson's proven, effective program for helping anyone get organized and become far more productive.

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