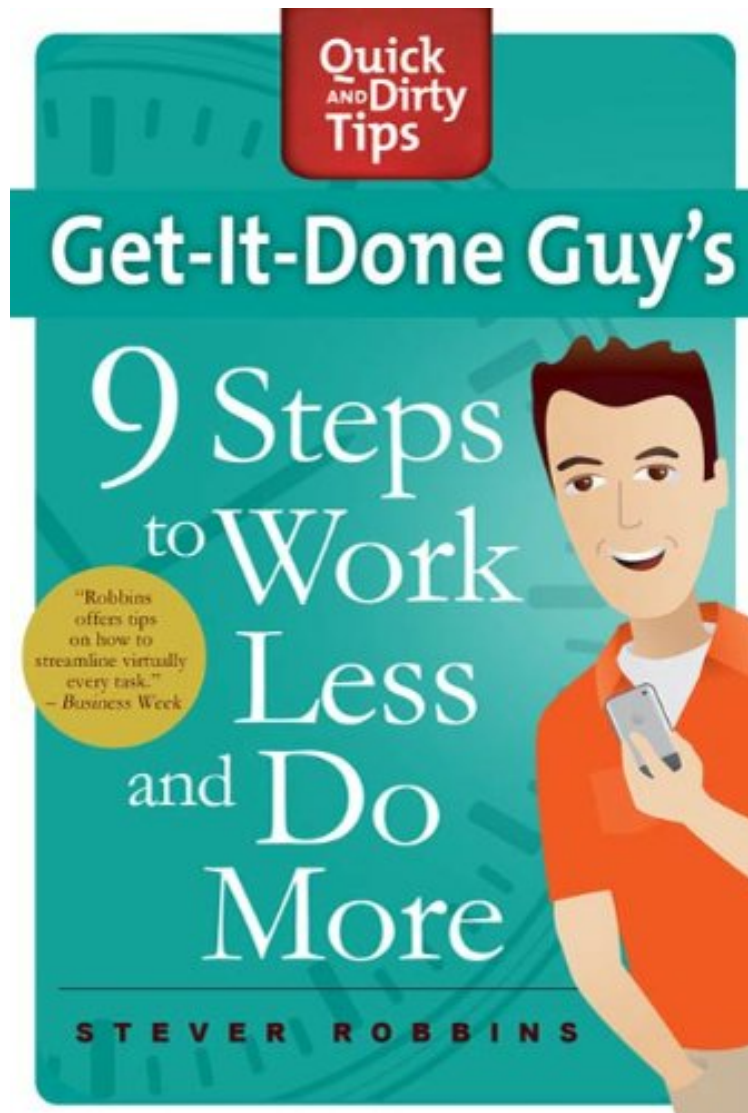


[PDF] Get-It-Done Guy's 9 Steps to Work Less and Do More: Transform Yourself from Overwhelmed to Overachiever (Quick Dirty Tips)

Get-It-Done Guy's 9 Steps to Work Less and Do More: Transform Yourself from Overwhelmed to Overachiever (Quick Dirty Tips)

Steve Robbins

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Steve Robbins : Get-It-Done Guy's 9 Steps to Work Less and Do More: Transform Yourself from Overwhelmed to Overachiever (Quick Dirty Tips) before purchasing it in order to gauge whether or not it would be worth my time, and all praised Get-It-Done Guy's 9 Steps to Work Less and Do More: Transform Yourself from Overwhelmed to Overachiever (Quick Dirty Tips):

0 of 0 people found the following review helpful. Good book. Good tips to help me be more productive. By Rob

Guenther I've listened to Stever's podcast on the Quick and Dirty Tips network for a few years now and always appreciate his tips. I've read his book a number of times and have even bought extra copies for friends. (What does that say about either my opinion of the book or my need to be loved by others by buying them gifts or my need to control them by making them more productive? I'm not sure.) I was a little disappointed that "Zombies" wasn't a keyword in the index until Stever pointed out that not all plots to take over the world should be that transparent. Oops! Did I just give something away, Stever? Er... I mean... he forgot. But seriously, go get the book. Just do it. The time saved is well worth few dollars you spend. And best to get on board with Stever before the Zombie Apocalypse hits. Seriously. Just get the book!

2 of 2 people found the following review helpful. Great read for anyone who wants to become more productive

By Iris VK The Get-It-Done Guy's Quick and Dirty Tips is probably my favorite podcast and the one I've been listening to the longest, so I was pretty excited to hear Stever Robbins was writing a book. 9 Steps to Work Less and Do More did not disappoint. Like his podcasts, Stever's writing style is funny and engaging, while being able to effectively communicate a point. He mentions a lot of the little tips and tricks from the podcast, but the book is great because Robbins really ties everything together into a single productivity system/philosophy with 9 different steps. I think it's the big picture element missing from the podcast that makes this book such a great read. I especially enjoyed the first chapter "Live On Purpose", because he addresses the core of productivity -- what do we want from our lives and how can we have our actions match our goals. His "Life Map" was very useful, and I was excited to map my own one out when I finished the chapter. Even if you're not already a fan of the podcast, this is a great book to help streamline your time management and productivity system. And it's a fun read too. Highly recommended!

3 of 3 people found the following review helpful. The Get-it-Done Compass

By Fred Lang As years passed by in my career, my mantra had become: "There are a 1000 things to do today and you can only do three; you better be darn good at picking the right three." It's a dangerous strategy and nearly impossible to sustain over the long run. The Get-it-Done "Compass" offers more effect ways to manage those 1000 things. The cover and general writing approach may come across as cartoonish; however, the subject matter is quite serious and Stever's recommendations forced me to think and focus. And that is the key to the book - focus. To better take on the 1000 things, I have to focus on (1) Work/Home Life Map in order to easily discard the 80% irrelevant tasks and prioritize the remaining 20%; (2) personal discipline to conquer procrastination, technology, distractions, and wasting time; (3) organize, optimize and leverage; and (4) build solid relationships. This is Management 101, but we forget. This book helps point you back in the right direction.

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!

Stever Robbins has written the handiest of guides -- 9 Steps to Work Less and Do More. It's chock full of tips that will make you say, "Now, why didn't I think of that?" Read this fun and friendly little book and simplify your work and life. -- Ken Blanchard, coauthor of The One Minute Manager; and Helping People Win at Work

If you're serious about becoming successful, you not only need clarity around your long-term purpose, vision, and goals, but you need to organize your time, space, and attention to make success possible. This book will show you how to make sure all your efforts count, so every moment you choose to work brings you closer to your dreams. Stever's unique style makes this book not only highly practical, but a fun, engaging read.

-- Jack Canfield, Co-author of The Success Principles and Chicken Soup for the Soul series. Whether you're a C-suite executive or just starting your career, you need to be able to produce results fast. Stever gives simple, practical advice for eliminating distractions, honing in on what's most important, and reaching your goals faster and with more fun. Put his advice into action and increase your impact.

-- Keith Ferrazzi, #1 New York Times bestselling author of Whore's Got Your Back and Never Eat Alone

Building your MOJO in work and life means doing what makes you happy and gives you meaning. This book's nuts-and-bolts advice will help you concentrate your efforts on what matters most to you, and find ways to achieve it simply and quickly.

-- Marshall Goldsmith, New York Times and Wall Street Journal #1 best-selling author of What Got You Here Won't Get You There; and MOJO: How to Get It, How to Keep It, and How to Get It Back If You Lose It.

Stever Robbins has taken a practical, useful topic; how to g...