

DAVID ALLEN

Organízate con eficacia

[Getting Things Done]



El arte de la
productividad
sin estrés

— EDICIÓN —
*revisada y
ampliada*



Organizate Con Eficacia Edicion Revisada

Kathleen Armour



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Organízate con eficacia David Allen, 2017-10-31 Nueva edición totalmente revisada y actualizada del clásico best seller. Un libro imprescindible sobre organización y gestión del tiempo 14 años después de la aparición del libro original. David Allen ha decidido reescribirlo todo para actualizarlo a las nuevas tecnologías y a las nuevas formas de trabajar. En esa primera década el libro ha sido considerado por la revista Time como El libro de autoayuda empresarial imprescindible de la década y su sistema GTD (Getting Things Done) ha acaparado una ola de seguidores de todo el mundo. La premisa del autor es que nuestra productividad está directamente relacionada con nuestra habilidad para relajarnos. Solo cuando nuestras mentes piensan con claridad y nuestros pensamientos están organizados podemos desarrollar todo nuestro potencial. [Organízate con eficacia - Cuaderno de trabajo](#) David Allen, 2021-04-06 Una guía a paso a paso para aplicar los principios del Getting Things Done en tu vida diaria. La increíble popularidad del sistema Getting Things Done y del libro que lo explica Organízate con eficacia ha demostrado la necesidad que tiene la gente de recuperar el control de su vida y ser más productivos sin estresarse. En todo el mundo formadores y profesionales enseñan su metodología única que permite crear espacio mental para la creatividad y la concentración. Este cuaderno de trabajo ayuda a los lectores a aplicar con mayor facilidad los principios expuestos en el libro original. En cada capítulo se identifican los especiales desafíos a los que se deben enfrentar quienes tienen demasiadas cosas por hacer y una sobrecarga de correos y tareas con las que no dan abasto. [Organízate Con Eficacia \(Ed. Revisada\)-V3*](#) David Allen, 2016 Nueva edición totalmente revisada y actualizada del clásico best seller. Un libro imprescindible sobre organización y gestión del tiempo 14 años después de la aparición del libro original. David Allen ha decidido reescribirlo todo para actualizarlo a las nuevas tecnologías y a las nuevas formas de trabajar. En esa primera década el libro ha sido considerado por la revista Time como El libro de autoayuda empresarial imprescindible de la década y su sistema GTD (Getting Things Done) ha acaparado una ola de seguidores de todo el mundo. La premisa del autor es que nuestra productividad está directamente relacionada con nuestra habilidad para relajarnos. Solo cuando nuestras mentes piensan con claridad y nuestros pensamientos están organizados podemos desarrollar todo nuestro potencial. **Bibliografía española**, 2003-06 **Organízate con eficacia para jóvenes** David Allen, 2018-11-12 Después de una década de éxitos con su clásico Organízate con eficacia su autor David Allen se ha unido a dos expertos en el terreno de la educación y la formación para ayudar a las nuevas generaciones a aplicar los conceptos del GTD (Getting Things Done) desde pequeños. En este libro ilustrado se explican en forma sencilla los principios de organización aplicados a las nuevas tecnologías que generan distracciones que anteriormente no existían. AUTOR David Allen es considerado uno de los pensadores más influyentes en temas de productividad y brinda conferencias por todo el mundo. Organízate con eficacia ha sido traducido a más de 30 idiomas. **Organízate con eficacia** David Allen, 2009 **Haz que funcione** David Allen, 2011-03 Haz que funcione es el esperado libro después de más de cinco años del mayor especialista mundial en gestión del tiempo y organización personal e inventor del

m todo GTD usado por millones de personas organizaciones y multinacionales en todo el mundo Constituye una hoja de ruta de valor incalculable que te ofrece consejos para tomar conciencia de la situación y qué camino tomar para alcanzar la meta que ansas Las claves para lograrlo son control y perspectiva y un compromiso real con tu vida y tu trabajo Te ayudará a afrontar desde retos tan rutinarios como responder a un correo electrónico urgente a tan relevantes como preparar tu jubilación Todo requiere de concentración orden y focalización Además en el apéndice del libro encontrarás plantillas para poner en práctica los modelos más importantes que aborda el libro como la planificación de proyectos la organización del control de flujos de trabajo y las revisiones semanales *Sé más eficaz* David Allen, 2012-05-31 Tras el éxito cosechado con su anterior libro *Getting Things Done* Organízate con eficacia en España David Allen nos presenta la que debe ser la puesta en práctica de la teoría ahora presente El autor plantea un revolucionario método consistente en llevar a cabo cada semana un determinado principio 52 claves en total que como resultado harán que seamos más productivos y eficaces O dicho de otro modo más ricos y con más tiempo libre Una guía esencial para todo aquel que quiera sacarle el mayor rendimiento posible a su vida y a su trabajo El autor transmite en el libro las claves para que el lector logre despejar la mente y se centre en aquello que realmente importa Un libro práctico y sencillo que ya ha ayudado a miles de personas **Organízate Con Eficacia -**

Cuaderno de Trabajo David Allen, 2021-03-31 La increíble popularidad del sistema *Getting Things Done* y del libro que lo explica Organízate con eficacia ha demostrado la necesidad que tiene la gente de recuperar el control de su vida y ser más productivos sin estresarse En todo el mundo formadores y profesionales enseñan su metodología única que permite crear espacio mental para la creatividad y la concentración Este cuaderno de trabajo ayudará a los lectores a aplicar con mayor facilidad los principios expuestos en el libro original En cada capítulo se identifican los especiales desafíos a los que se deben enfrentar quienes tienen demasiadas cosas por hacer y una sobrecarga de correos y tareas con las que no dan abasto

Organízate con eficacia David Allen, Mark B. Wallace, Mike Williams, 2018 Offers guidelines and tips for success helping readers reduce stress promote self confidence and improve productivity **Sé más eficaz** David Allen, 2017-06-20 El GTD *Getting Things Done* Organízate con eficacia es un revolucionario método de gestión de actividades que lleva a los ayudando a millones de personas a sacar el máximo provecho de su tiempo y de su potencial Se basa en un plan tan básico como eficaz liberarse de la tensión y preocupación que genera tener que recordar tareas Aprender a organizarse y aprovecharse de las herramientas disponibles para ello es la forma más fácil de centrarse en aquello que realmente importa y sacarle el máximo rendimiento a nuestra creatividad Nuestra capacidad de ser productivos depende en gran medida de cuán capaces seamos de relajarnos Solo cuando tenemos la mente despejada y nuestros pensamientos en orden podemos dar lo mejor de nosotros mismos En estas páginas David Allen nos ayuda a poner en práctica punto por punto y semana a semana los principios en los que se basa el GTD En total 52 claves que harán que seamos más productivos y eficaces O dicho de otro modo más ricos y con más tiempo libre Una guía esencial para quienes desean sacar el mayor rendimiento posible de su vida personal y profesional

Hyperfocus (2a ed) Chris Bailey, 2023-10-01 Esta nueva edición revisada de Hyperfocus resulta una guía práctica para manejar tu atención el recurso más poderoso que tienes para hacer las cosas ser más creativo y vivir una vida con sentido. Nuestra atención nunca ha estado tan sobrecargada como lo está en la actualidad. Nuestros cerebros se esfuerzan para realizar múltiples tareas a la vez mientras ocupamos cada momento de nuestras vidas hasta el límite con distracciones sin sentido. Las investigaciones neurocientíficas más recientes revelan que nuestro cerebro tiene dos poderosos modos de actuar cuando usamos nuestra atención de manera efectiva: un modo enfocado (hyperfocus) que es la base para ser altamente productivos y un modo creativo (scatterfocus) que nos permite conectar ideas de forma novedosa. A través de la lectura de este libro conseguirás identificar y tratar con los cuatro tipos clave de distracción e interrupción, establecer un entorno físico y mental claro en el cual trabajar, controlar la motivación y trabajar menos horas para ser más productivo, sabrás hacer pausas intencionadamente y aprenderás cuándo prestar atención y cuándo conviene dejar que tu mente divague. Reseñas: Hyperfocus hace un trabajo admirable desentrañando las realidades, los obstáculos y las mejores prácticas para administrar el mundo sutil, pero siempre presente de nuestra atención consciente. Todos podemos mejorar en cómo en qué y en qué nos enfocamos. Se trata de un informe extraordinario y revelador basado en la investigación cuya información nos ayudará a lograr una mayor satisfacción en nuestras vidas. Bravo Chris. DAVID ALLEN autor de Organízate con eficacia. Ser más productivo no significa administrar el tiempo, significa centrar la atención. Te diré más sobre eso, pero perdí el hilo de mis pensamientos. Afortunadamente este atractivo libro está aquí para ayudarnos. Chris Bailey ofrece información práctica basada en datos para agudizar tu enfoque, así como para encontrar los momentos adecuados para dispersarlo. ADAM GRANT autor de Originales y Dar y Recibir coautor de Opción B con Sheryl Sandberg. Los mejores planes de productividad requieren estrategia y no solamente trucos o técnicas. Hyperfocus te proporciona una gran cantidad de estrategias. Cuando leas este libro prepárate para hacer tu trabajo más importante. CHRIS GUILLEBEAU autor de The 100 Startup, The Art of Non-Conformity y The Happiness of Pursuit. Le Hyperfocus en mi teléfono, pero este libro me atrapó de tal modo que dejé de revisar el correo electrónico por completo. Recomendando encarecidamente leer este libro a cualquiera que desee centrarse en lo realmente importante en un mundo repleto de distracciones. LAURA VANDERKAM autora de Quié hace la gente exitosa antes del desayuno y 168 Hours. Dime adivinar. Eres como yo. No tienes tiempo para leer este libro. O cualquier libro. Quién tiene tiempo para leer libros. Bueno, eso es perfecto. Porque significa que tienes la enfermedad. Y ahora tienes la cura. NEIL PASRICHA autor de The Book of Awesome y La ecuación de la felicidad.

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