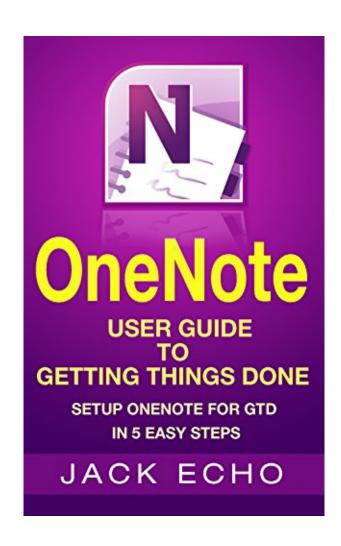
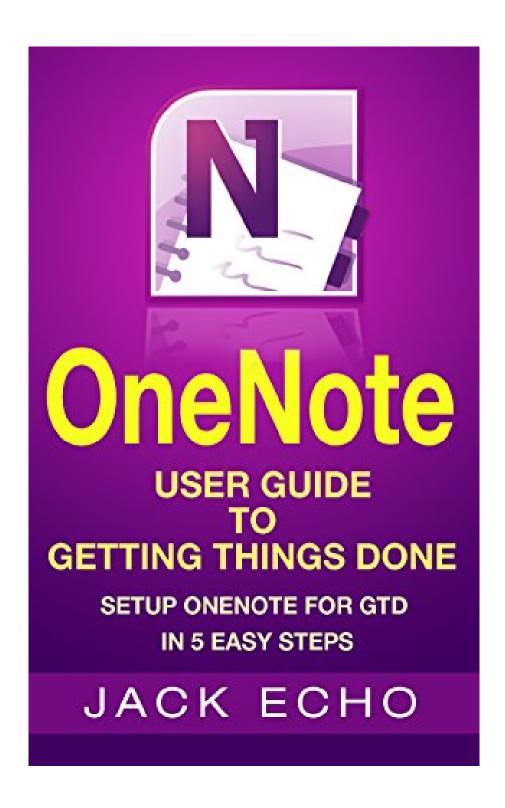
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Review

"Recommended for someone who is really serious about getting things done; the system will not work unless you are committed and prepared to put in the time to learn it" - Barbara Mojica

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Setup OneNote for Getting Things Done in 5 Easy Steps...

Would you like to capture your thoughts and to-do's so they don't ALWAYS run loose and rampant in your mind?

Would you like to significantly improve your efficiency and productivity so you free up YOUR time?

Or maybe you'd like to reduce your stress AND still get more DONE.

If so, you've found the right book!

Unless you've been living under a rock for the past 13 years you would have heard about David Allen's "Getting Things Done" (GTD) System detailed in his New York Times Bestseller Getting Things Done: The Art of Stress-free Productivity.

Jack Echo has built upon the same best-selling productivity principles in the newly revised 2015 GTD system by providing a comprehensive guide on how to integrate these principles with OneNote (a free digital note-taking software developed by Microsoft). Through integration of the two systems you have the added benefit and ability to note-take wherever you are without a pen and paper whilst supercharging your productivity in all your daily activities.

No matter how technologically illiterate you may be, this guide will walk you step by step on how to set up the GTD system in OneNote within 30 minutes by following the diagrams and 5 simple steps laid out for you. If you aren't familiar with the GTD productivity system by David Allen, Jack has you covered as he explains the foundations of the productivity system.

Inside You'll Discover...

- What the 2015 GTD System Is and WHY It Significantly Improves Your Productivity
- What OneNotes All About and How to Easily Navigate the Features
- The #1 Thing You MUST Avoid for Enhanced Productivity
- The Answer to the Ever Eluding Question: OneNote or EverNote?!
- How to Set OneNote Up Rapidly in 5 Savvy Steps
- Why OneNote and GTD Form the Dream Team
- 6 Productivity Hacks & Tricks with OneNote that Will Make You a Productivity Ninja
- Integration of OneNote with Other Software
- 7 Lucrative Lists to Stress-free Productivity
- How to Use OneNote with GTD to Decrease Stress and Get More Done in Less Time

- The Core Principles of the GTD System
- Results from Studies Done by Cognitive Scientists on Productivity and the Implications It Has On You
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About the Author OneNote 2013 User Guide

Most helpful customer reviews

14 of 15 people found the following review helpful.

Quick Guide indeed!

By Corie

Very helpful in organizing all my tasks especially with my current work as I am constantly asked to do new tasks when I am not even done with the rest. I liked how organized everything is now thanks to this quick guide! The discussion about GTD (Getting Things Done) and sorting out tasks before you've even began to weed out the unnecessary to the ones that can be done in 2 minutes or otherwise delegate was extremely helpful. I also did not realize the clutter it causes when I put everything into a calendar. Now my calendar looks neat and I don't stress about deadlines. Never new OneNote could be so helpful in delegating tasks and I can add just about anything to my documents and files which is saves me the hassle of finding the needed files later.

9 of 9 people found the following review helpful.

Ultimate Is an understatement!!

By Rikki

Holy One Note!! So like some people before becoming a business owner, I never utilized half of the things on my PC, esp. OneNote. Thank goodness for Jack Ecko and this User Guide because I was drowning in invoices and sticky notes not to mention all my crazy list. Now Im 100% organized and I have this book to thank!! My favorite part was it was user friendly, never did I have to go back and read something a million times to understand it. I would recommend.

5 of 5 people found the following review helpful.

Excellent book

By Amazon Customer

Okay so I have had one note in my comp for as long as I can remember and never once have I touched it! Well sometimes I accidentally opened programs in there and it seem so complicated that was as far as I went. So I read about what it could do and its functions and decided I was going to try using it. First stop was getting the guidance, this book was informative and very helpful! I am now using it every day and I feel like my comp is so much more organized and all my stuff is in one safe place!

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