



Ready for Anything: 52 Productivity Principles for Getting Things Done

David Allen

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In his bestselling first book, **Getting Things Done**, veteran coach and management consultant David Allen presented his breakthrough methods to increase efficiency. Now “the personal productivity guru” (**Fast Company**) shows readers how to increase their ability to work better, not harder—every day. Based on Allen’s highly popular e-newsletter, **Ready for Anything** offers readers 52 ways to immediately clear your head for creativity, focus your attention, create structures that work, and take action to get things moving.

With wit, inspiration, and know-how, Allen shows readers how to make things happen—with less effort and stress, and lots more energy, creativity, and effectiveness. **Ready for Anything** is the perfect book for anyone wanting to work and live at his or her very best.

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