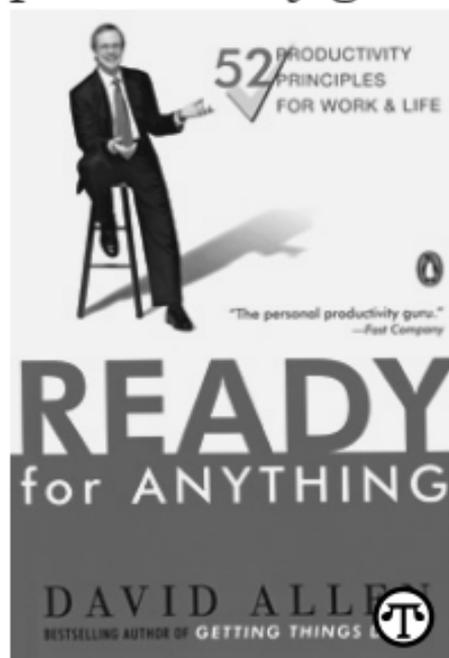


# Book Notes

## Ready For Anything

(NAPSA)—If you read one chapter of David Allen's new book, "Ready for Anything" (Penguin, \$14), this could be your most productive year.

That's because Allen, a management consultant and best-selling author of "Getting Things Done," is known as "the personal productivity guru."



In "Getting Things Done," the veteran executive coach presented his methods to increase efficiency. In his new book, Allen shows readers how to "master

the game of work and the business of life" with a clear mind, a clear deck and clear intentions.

The book offers 52 ways to immediately:

- clear your head for creativity
- focus your attention
- create structures that work and
- take action to get things moving.

"There are things we can all do, anytime, to take things in stride and stay the course," said Allen.

With wit, inspiration and know-how, he shows readers how to make things happen—with less effort and stress, and lots more energy, creativity and clarity.

The book has been described as a "stimulating dose of common sense."

Available at your local bookstores.