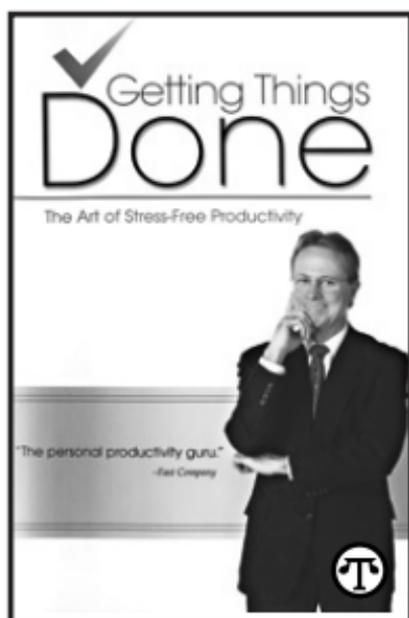




Books Worth Reading

Stress-Free Productivity

(NAPSA)—The secret to increasing your productivity may lie in your ability to relax, says personal productivity guru David Allen.



Only when your mind is clear and your thoughts are organized can you achieve effective results and unleash your creative potential, says Allen in his best-

selling book, “Getting Things Done: The Art of Stress-Free Productivity” (Penguin, \$14).

Allen has more than 20 years experience as a management consultant, executive coach and educator. The book details his deceptively simple guidelines for getting things done, which he has introduced at seminars across the country and at top organizations such as Microsoft, Lockheed and the U.S. Department of Justice. Also available from Penguin is Allen’s new book, “Ready for Anything: 52 Productivity Principles for Work and Life.”

From core principles to proven tricks, “Getting Things Done” has the potential to transform the way you work—and the way you experience work.

By setting priorities wisely and organizing work efficiently, it can be easier to relax and in turn become more productive.

At any level of implementation, Allen’s entertaining and thought-provoking advice shows readers how to pick up the pace without wearing themselves down.

Available at your local bookstores.