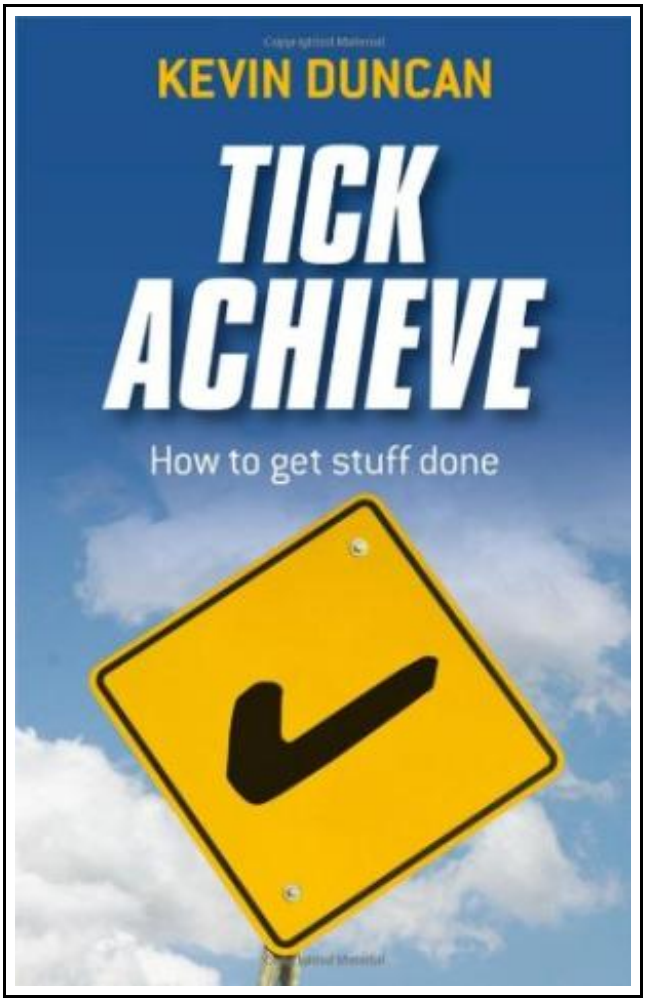
Tick Achieve: How to Get Stuff Done



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TICK ACHIEVE: HOW TO GET STUFF DONE

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John Wiley and Sons Ltd. Paperback. Book Condition: new. BRAND NEW, Tick Achieve: How to Get Stuff Done, Kevin Duncan, How many times have you thought of something crucial to do and then forgotten it completely? That's why people invented lists. And very useful they are too. If, and only if, they are used effectively. Put thirty things on a list, and it becomes too daunting. Put three things on, and there's no point in having a list. And so we have refined the art of list writing to allow for about ten or twenty things to do. But in truth, most lists are rubbish. Randomly assembled, they do little to help the author navigate their way through the maze of stuff to do. After all, the only point of a list of things to do, is to get things done. Tick Achieve does just that. It shows you how to get stuff done, with lots of little techniques tried and tested on scores of individuals over 25 years. This includes the cathartic and highly effective process of writing a list of what you are not going to do. The author has trained hundreds of people in the art of getting stuff done. There is no Big Plan as such (contrary to what many other books suggest). It's all about details, and they can be very easy to implement. Little things can make a massive difference. Once you get the hang of it, life gets easier. In a business context, and personally. You can sleep better and worry less. Concentrate on the things that matter, and leave out the trivia and irrelevant. Learn how to celebrate little bits of progress, look down your list, tick off a job well done, and shout Tick Achieve ! EXAMPLE CHAPTER OUTLINE 1. BUSINESS...

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