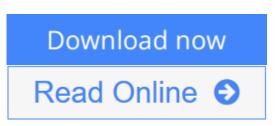# OneNote: OneNote User Guide to Getting Things Done: Setup OneNote for GTD in 5 Easy Steps (OneNote & David Allen's GTD (2015))

By Jack Echo

OneNote: OneNote User Guide to Getting Things Done: Setup OneNote for GTD in 5 Easy Steps (OneNote & David Allen's GTD (2015)) By Jack Echo

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
- **Three Reasons Why Things Are Always on Your Mind**
- PLUS: How to Get Six Free Bonus eBooks Inside...

What are you waiting for?

Times ticking! Get more out of *your* TIME and EFFORT today by making the smartest investment you could possibly make. An investment in *yourself*, *your* **future** and *your* **productivity**.

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- Sales Rank: #39110 in eBooks
- Published on: 2015-11-05
- Released on: 2015-11-05
- Format: Kindle eBook

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Editorial Review

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

About the Author
OneNote 2013 User Guide

Users Review

From reader reviews:

Darrell Fowler:

Now a day individuals who Living in the era everywhere everything reachable by talk with the internet and the resources in it can be true or not demand people to be aware of each data they get. How many people to be smart in getting any information nowadays? Of course the correct answer is reading a book. Looking at a book can help persons out of this uncertainty Information especially this OneNote: OneNote User Guide to Getting Things Done: Setup OneNote for GTD in 5 Easy Steps (OneNote & David Allen's GTD (2015)) book as this book offers you rich data and knowledge. Of course the info in this book hundred pct guarantees there is no doubt in it as you know.

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