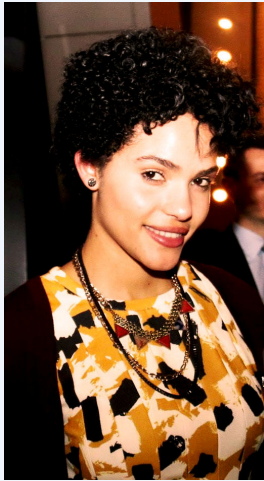


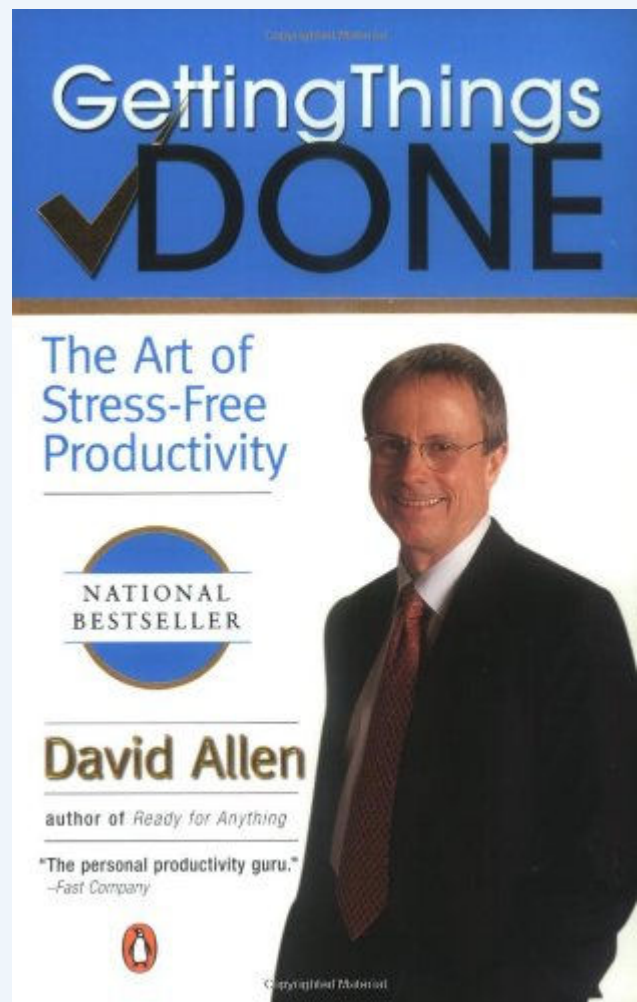
# ***Getting Things done: The Art of Stress-Free Productivity***



Written by David Allen

Reviewed by: Anny Reyes

For many, the twenty-four hours the day has to offer are not enough to complete the innumerable tasks and projects on their to-do list. Hundreds of books, workshops, and classes are offered to those interested in increasing productivity and efficacy. Large corporations invest millions of dollars to increase work productivity and train their employees in time management, self-efficacy and overall in *Getting Things Done*. People are taking up more tasks and responsibilities at work and home and often find themselves submerged in a sea of stress and anxiety. Their solution to completing their work is to sacrifice their personal and family time, which ultimately creates more stress. The million-dollar question is: how do we become more productive while reducing stress and anxiety? David Allen provides an answer to this question with a simple and yet efficient



principle: write things down as you think of them. In a nutshell, Allen's system of productivity focuses on getting things out of your head, organizing them, and getting them done.

At first you might be overwhelmed with the amount of information provided, but you might then realize that the principle is simple and easy to follow. Allen's approach is modular, which could either be applied entirely or in a piece-meal basis. You could read the book from start to finish or browse for specific strategies and ideas. His advice is timeless and his strategies can be implemented in any setting be it at

work, home, or school. This book provides essential tools that will aid in maximizing output, minimizing input, and creating a stress-free productivity. Psychotherapists will find this book an excellent resource for clients who experience anxiety and stress due to busy schedules. Allen's principle of writing things down is a concept many psychotherapists may agree is a useful tactic to alleviate anxiety and stress and organize one's life.

Allen, D. (2015). *Getting Things Done: The Art of Stress-Free Productivity*. New York, NY: Penguin Books. ISBN: 978-0-14-312656-0317. Paperback. 317 Pages. Includes: index and appendix.



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