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us from all sides, and expectations for our work and personal life that simply cannot be met. The consequences of severe, persistent overwhelm can be serious: depression, stalled career progress, interpersonal messes.

### **Personal Productivity: How to work effectively and calmly**

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A practical guide to getting organized, beating procrastination, and working more efficiently The Fourth Edition of The Personal Efficiency Program continues the book's long tradition of helping overwhelmed professionals get their work lives organized to become more effective and efficient.

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The "Personal Efficiency Program" (PEP) from the Institute for Business Technology puts an end to this problem. The program's tricks and tactics are as simple as they are efficient. Author Kerry Gleeson's weapons in the battle against an acute lack of time include thoughtful goal planning, a well-organized filing system and electronic organizational aides.

### **The Personal Efficiency Program Summary | Kerry Gleeson**

A practical guide to getting organized, beating procrastination, and working more efficiently The Fourth Edition of The Personal Efficiency Program continues the book's long tradition of helping overwhelmed professionals get their work lives organized to become more effective and efficient. Readers will learn how to stop procrastinating, stop feeling overwhelmed, and start fee

### **The Personal Efficiency Program: How to Stop Feeling**

The Personal Efficiency Program: How to Stop Feeling Overwhelmed and Win Back Control of Your Work by Kerry Gleeson. Hoboken, NJ: Wiley. (HD 69 T54 G58 2009) The Power of 5: Hundreds of 5-Second to 5-Minute Scientific Shortcuts to Ignite Your Energy, Burn Fat, Stop Aging, and Revitalize Your Love Life by Harold H. Bloomfield.

### **A listing of materials available at the Justice Institute**

The Fourth Edition of The Personal Efficiency Program continues the book's long tradition of helping overwhelmed professionals get their work lives organized to become more effective and efficient. Readers will learn how to stop procrastinating, stop feeling overwhelmed, and start feeling good about their work lives.

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