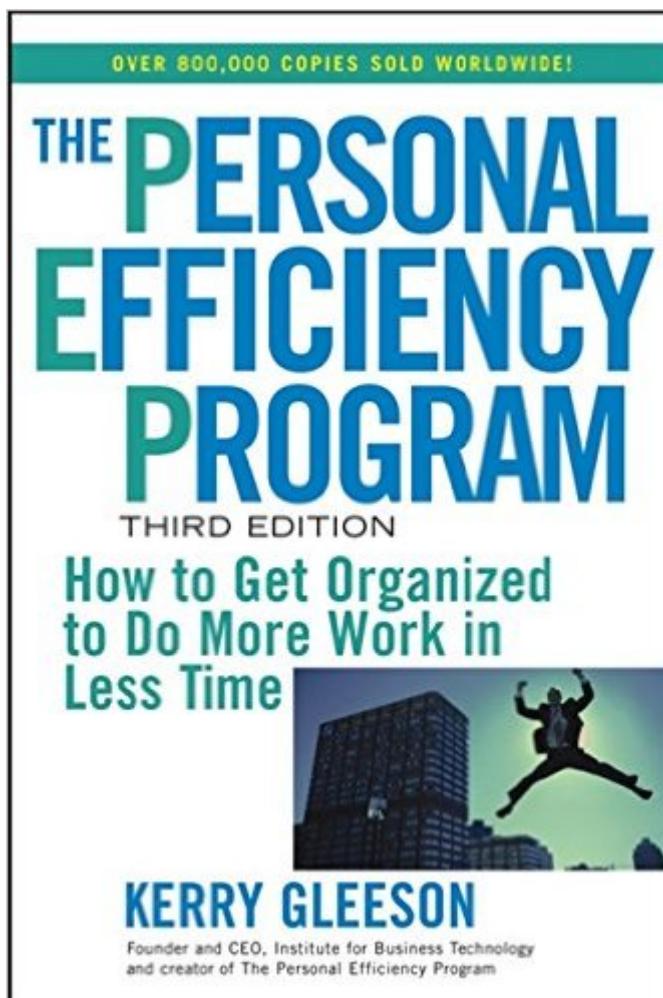


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# The Personal Efficiency Program: How To Get Organized To Do More Work In Less Time



## **Synopsis**

How to be more organized and productive at work and have more fun doing it In the decade since the publication of first edition of this international bestseller, Kerry Gleeson's famed Personal Efficiency Program (PEP) has revolutionized the work lives of more than a half-million people worldwide. With increasing pressure to produce with far less support than at any time in the recent past, the techniques herein are more timely than ever. The program helps readers conquer the daily stream of interruptions and paperwork to manage tasks and time effectively. This Third Edition features expanded coverage of how to get more done in teams, including tips on managing multiple schedules and running more efficient meetings. It also incorporates ways to effectively use technology, helping readers make the most of the Internet, PDA's, and email to get the job done more quickly and with less effort. Kerry Gleeson (Boca Raton, FL) is founder and CEO of the Institute for Business Technology International. IBT's client list includes GM, Texaco, Westinghouse, and Hewlett-Packard. Gleeson has been featured in the Financial Times, the Washington Post, and Success.

## **Book Information**

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## **Customer Reviews**

Just a few years after I have started my strategy consulting business (as well as my own book-store) in the early 90's, I spotted a review of this book, 'The Personal Efficiency System (PEP)', in Success Magazine. I bought it immediately & have reread it many times. A few years later, came the second book, The 'High-Tech Personal Efficiency System' by the same author. I

bought it immediately too & have read - & referred to - it several times. From the standpoint of self-management & work productivity, I consider them to be the best in the genre. In essence, the High Tech PEP book is a further extension of the earlier PEP book. Basically, it shows the reader how to exploit technology (email, groupware, internet, cell phones, etc.) as a personal information management tool & how to apply the low-tech principles of PEP in a high-tech environment. What I like about both books is the smorgasbord of concrete suggestions & useful checklists from the author. Also, I like the author's superb presentation of his brilliant work as embodied in the two books: each chapter comes with a preview & ends with follow-up action points. Bravo! as these aids make reading a breeze! In a nut shell, these are the relevant chapters, respectively: PEP: Introduction: Personal Efficiency Program - The Missing Link; Do It Now! Organize It Now! Do It Routinely; Plan It Now!; Follow-Up & Follow-Through; Do It Right, Now!; Do It Now! - From Wherever You Are! Be a Do It Now Manager; Organizing the Team to Act Now!

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