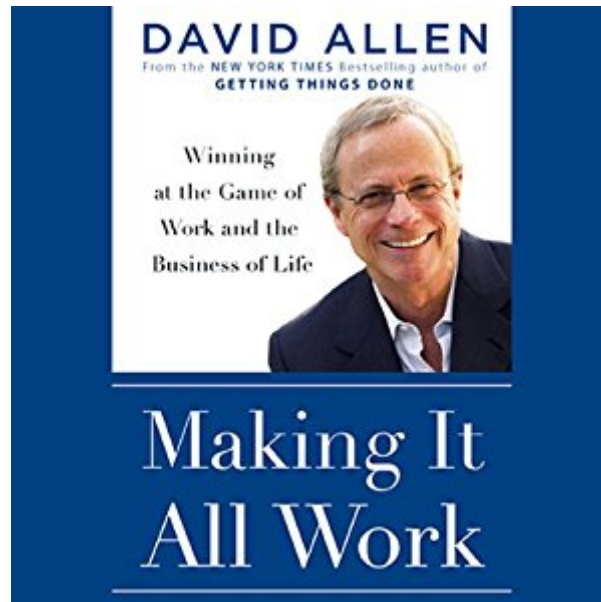


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# Making It All Work



## Synopsis

The companion to the blockbuster bestseller, *Getting Things Done*. Since its publication in 2001, *Getting Things Done* has become, as *Time* magazine put it, "the defining self-help business book" of the decade. Having inspired millions of readers around the world, it clearly spoke to an urgent need in an increasingly time-pressured society. Now, in the highly anticipated sequel *Making It All Work*, Allen unlocks the full power of his methods across the entire span of life and work. While *Getting Things Done* functioned as an essential tool kit, *Making It All Work* is an invaluable road map, providing both bearings to help you determine where you are in life and directions on how to get to where you want to go. --This text refers to an out of print or unavailable edition of this title.

## Book Information

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## Customer Reviews

The original GTD is a modern masterpiece of its kind. Well paced, focused on details and intensely practical with just enough theory to put Allen's simple yet unique system in context. His second book, "Ready for Anything", had less immediate appeal and direct applicability but grows on repeated reading, providing more insights behind the basic processes of GTD. I keep both books to hand and dip into them frequently, and they have had a profound impact on how I now manage my work and life. In trying to make "Making It All Work" a stand-alone volume, David Allen ends up repeating, in some cases less pithily, too much of the earlier material, and there are extended passages that are little more than a rewording of the original GTD book. This new book does provide a broader context and an enhanced perspective on the GTD system, and makes the system

fit together more neatly along the two dimensions of control and perspective, although these two dimensions were evident enough in "Getting Things Done". For that alone, the book is worth reading, especially for GTD advocates looking to obtain further insights into the system (although members of GTD Connect, the GTD community, will be familiar with most of the material). I am sure it will provide further value on additional readings. That said, there is relatively little new ground covered here. There is some fine tuning of earlier terminology, but this smacks rather too much of mere relabeling. Collection becomes "capturing", processing becomes "clarifying", reviewing becomes "reflecting" and doing becomes "engaging". The new terms sound more sophisticated but I feel the original terminology was more concrete and to the point. The "six-level model for reviewing your work" is now the "Horizons of Focus".

If you're looking to use GTD principles with Microsoft Outlook, this is a great companion book to a more detail-level book, *Total Workday Control Using Microsoft Outlook* by Michael Linenberger. I read the first *Getting Things Done* book years ago but never really implemented it; I didn't find it was hands-on enough; I tried using Outlook Tasks and Categories to track "next actions" and goals, but it just didn't seem to cut it for me. David Allen's new book repeats the same concepts but puts them in a different framework (the horizons you read about in other reviews here), but I found it did more to address some of the mental and physical obstacles toward using GTD. Essentially it gave me a good kick in the seat, to motivate me into better adopting GTD. It still is light on hands-on details for adopting this into your daily workload and tackling both the urgent and the important. But I think that's his approach, he teaches you the principles, you decide what software or methods to use to implement them. The book inspires you to record many levels of information from your life purpose to the roles you fill every day, right down to logging a reminder to pick up a hammer at the hardware store tomorrow. It is liberating getting information out of your head and into a tracking system, but you have to be able to carry it on after a big bang of initial enthusiasm. If you never look at any of the information again, except to return phone calls or put deadlines on tasks, then you aren't getting the benefits of the system. If you have the original, but find yourself scrolling through these reviews on looking for a kickstart to get yourself into (back into) GTD, this book will help.

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