



The Personal Efficiency Program: How to Get Organized to Do More Work in Less Time

Kerry Gleeson

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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.

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