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The Personal Efficiency Program: How to Stop Feeling

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Personal Productivity: How to work effectively and calmly

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The Personal Efficiency Program: How to Stop Feeling

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: 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.

The Personal Efficiency Program: How to Stop Feeling

IBTâ€™s proven methodology and strategic initiatives assist all levels of the corporate environment. Improvement in productivity and effectiveness is immediate and visible. PEP or Personal Efficiency Programs include time management, email management, executive coaching, information retrieval, project management, stress management and change management.

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