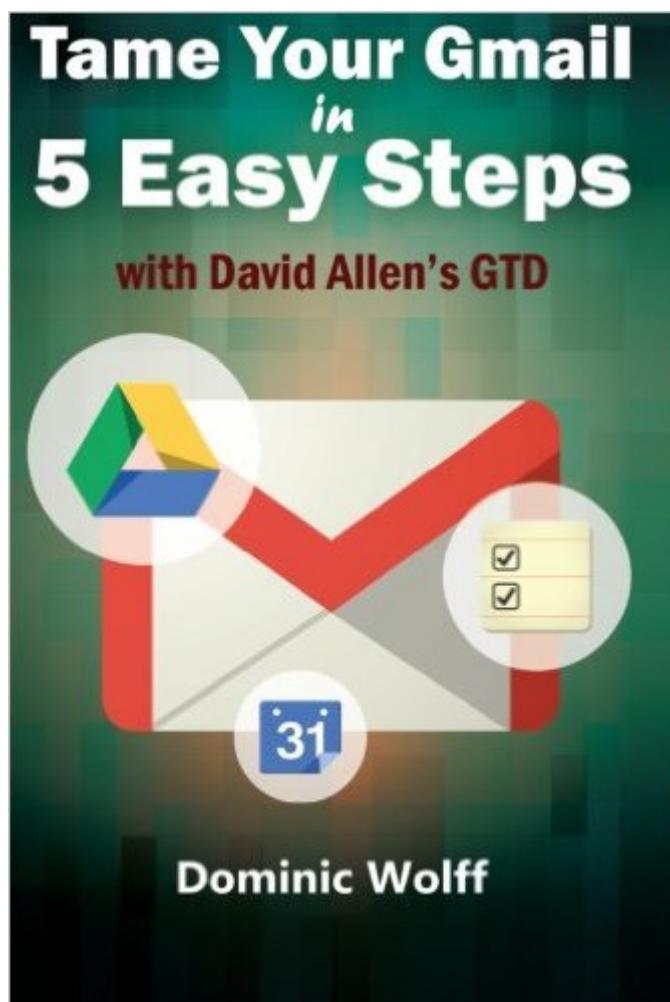


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# **Tame Your Gmail In 5 Easy Steps With David Allen's GTD: 5-Steps To Organize Your Mail, Improve Productivity And Get Things Done Using Gmail, Google Drive, Google Tasks And Google Calendar**





## Synopsis

Do you feel like you're always behind the 8 ball? Do you get to the end of your day but feel like you accomplished nothing? Do you have a tendency to put things off until the last minute? We all tend to delay things from time to time, and some days, we're just swamped with work when there's so many things to be done. Even the most organized people will struggle with time management at one point or another. Dominic Wolff addresses these problems and more in his latest book, "Total Time Mastery with Evernote." This book will show you how to manage your time better and actually get things done! Wolff, an author and advocate of productivity tools, has written several books about using the famous Getting Things Done (the time management system developed by David Allen) in combination with different software applications - first with Evernote, and now Google's Gmail, Tasks, Calendar, and Drive. Yes, the power of GTD and all these Google services are combined in a single book. Let's say you have a thousand things going on at work. You can simplify this by putting incoming/pending tasks into different inboxes. Doing so will allow you to execute all work as bite-size chunks and you'll know exactly what to do anywhere, anytime. That's basically what Getting Things Done is. Total Time Mastery with Evernote applies GTD's principles and shows you how to use Gmail, Google Tasks, Google Calendar, and Google Drive the GTD way so that: Your emails will be organized into a clear-cut system Your appointments will be organized so that you'll never miss any event You'll remember anything and everything You can see what needs to be done wherever you are, whether you're on your computer or are out and about You can get more things done The best part is that you can achieve the GTD mindset with Google's services in just five simple steps! Don't hesitate to grab a copy of Total Time Mastery with Evernote. Scroll up and click "Add to Cart!" to streamline your life and take control of everything.

## Book Information

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## Customer Reviews

When I found out that Dominic Wolff had a new book out, I knew I just had to buy it. His work on combining Evernote and Getting Things Done was a great read. I learned so much and it helped me remember things better. But this new bookâ | words escape me. Itâ ™s an amazing book and Iâ ™m just speechless from how well-written and informative it is. My expectations were exceeded. I confess that I didnâ ™t really follow Wolffâ ™s Evernote methodologies, but it was because adding another software application to my workflow would make my work process a bit lengthier. [Book title] is the perfect solution because Gmail and Google Drive is already a huge part of my work every day. Itâ ™s easier to make Getting Things Done part of my life this way. Also, David Allen didnâ ™t give specifics on how to use his system for us Millennials, but that doesnâ ™t make the book any less awesome. Props still go to Allen for creating the ultimate time management system. However, itâ ™s as if Wolff heard our cries and provided the secret to solve a lot of todayâ ™s technological troubles. Iâ ™m still halfway into the book, and yet, Iâ ™ve already managed to reach inbox zero â “ something Iâ ™ve never accomplished before! The book covered a lot of technical details and issues, but I was surprised to find that everything was easy to understand and explained very clearly. As I was reading, it felt like the author was speaking to me directly as a mentor and as a friend. One thing I particularly love is how detailed the instructions are. Itâ ™s complete with a ton of screenshots and filled with step-by-step directions to use different Gmail functions and GTD methods. The author knows his stuff; I would think heâ ™s a Google employee who happens to be a huge fan of Getting Things Done by David Allen.

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