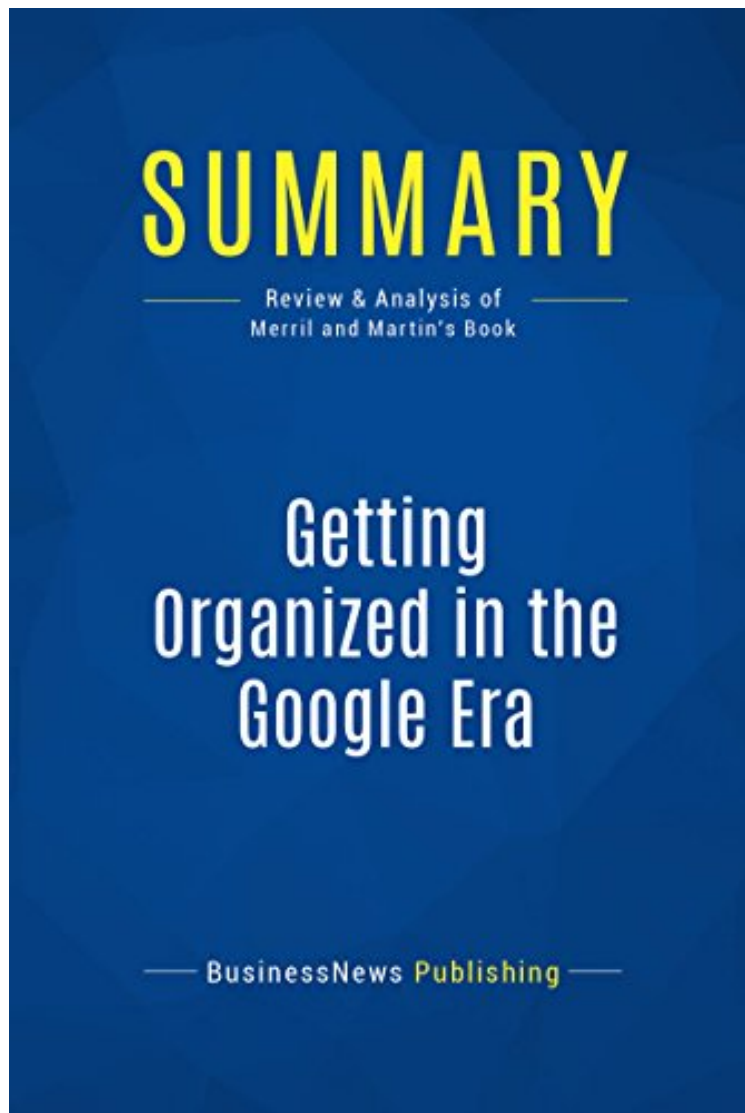


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## Summary: Getting Organized in the Google Era: Review and Analysis of Merrill and Martin's Book

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The must-read summary of Douglas C. Merrill and James A. Martin's book: "Getting Organized in the Google Era: How to Get Stuff Out of Your Head, Find It When You Need It, and Get It Done Right". This complete summary of the ideas from Douglas C. Merrill's book "Getting Organized in the Google Era" shows that today's world is fast-paced and information-saturated. To keep your head above water, you need an organisational system which will handle the endless stream of information which gets thrown at you as well as integrating the tasks you need to get done and allowing you to focus on the challenges which will confront you every day. In other words, you need a system which takes full advantage of available technology rather than one developed for bygone eras when paper to-do lists were all that were required. Forget about looking for a one-size-fits-all organisational system; it doesn't exist. Instead, you have to develop your own system which will meet all the unique twists and demands you face in your life and career. This summary highlights 21 Principles of Organisation to help you develop a system which works for you.

Added-value of this summary:

- Save time
- Understand key concepts
- Increase your business knowledge

To learn more, read "Getting Organized in the Google Era" and get the important things done each and every day.