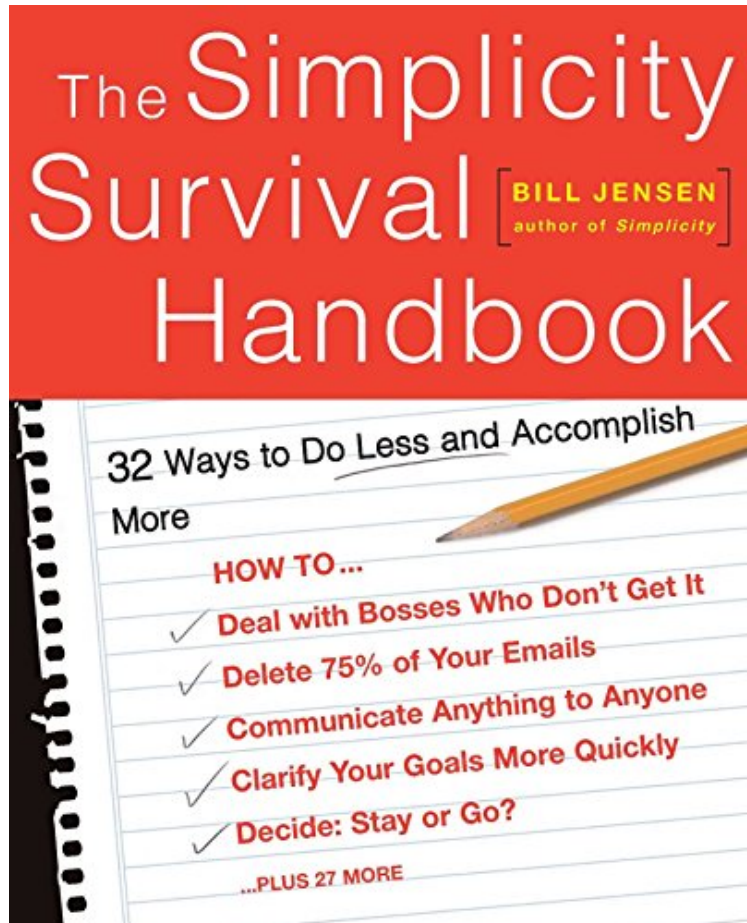


The Simplicity Survival Handbook: 32 Ways To Do Less And Accomplish More

Bill Jensen

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Bill Jensen : The Simplicity Survival Handbook: 32 Ways To Do Less And Accomplish More before purchasing it in order to gage whether or not it would be worth my time, and all praised The Simplicity Survival Handbook: 32 Ways To Do Less And Accomplish More:

1 of 1 people found the following review helpful. BOOK - 5 stars, KINDLE - 1 star. By Ken Hollingshead, Rosemary's husbandBy CustomerThe BOOK version of this Handbook is outstanding for me and my top resource for getting things done - 5 stars. The KINDLE version of this Handbook is practically worthless according to the authors own standards ndash; 1 star or less. Combined rating: 2 stars for wasting time and disrespecting readers with the kindle edition. I am returning the kindle edition.I have used the Handbook for years for getting better at doing less and accomplishing more. Robert Morris's 'How to Flourish' book review presents the fine strengths of the BOOK. I needed a second copy of the handbook and bought the kindle edition this time. The lack on any table of contents and page locations in the kindle edition makes it impractical to use the Handbook the way the author tells you to use it: 'Pick (only!) the three or four chapters that scream at you: Yesssss! This is the stupid stuff Irsquo;ve

been dying to deal with!"; Without a table of contents, I had to flip through the entire kindle to find the "screaming" chapters. I was screaming at the kindle edition instead. Chapter 25, How to Measure Respect in a World of More Better Faster has 6 How To Do Less questions to measure respect. The kindle Handbook fails all 6 questions. Author Bill Jensen, here is what I want you to Know, Feel, and Do. Know: the kindle edition of the Handbook is a much worse tool than the book edition. Feel: You are wasting readers' time, which you define as disrespect, and hurting the sale of both editions of the Handbook and your other products. Do: Withdraw this kindle edition of the Handbook. Revise and replace it with a version with a linked table of contents and other improvements to make it a great work tool. 0 of 0 people found the following review helpful. Simply clear By Emre Sevinç I don't want to write a long review. This is the book that brings business-life wisdom in the clearest manner I've ever seen. Even the part about deleting mails (and simple methods to decide when to delete) by itself can help you transform your communication overload into a manageable stream of actions. It is one thing to say "be focused and get organized" and completely another thing to show the simple steps to deal with real-world situations effectively. The author aims for the second and I think he's right on target. I think the most valuable chapter for me will be the chapters about "saying NO" and accomplishing more. 0 of 0 people found the following review helpful. good info hard to navigate in electronic format By Allison H Tattersongood info hard to navigate in electronic format. I downloaded for kindle on my iPad. I could bookmark sections but there wasn't a table of contents or chapter markers along the bottom scroll bar. The point of this book is to be able to jump around but electronic format made that difficult.

In a world of more-better-faster, the challenges and stresses have never been greater: too much to do, not enough time. And in an economy where worker talent (know-how, energy, attention, commitment, and creativity) is at a premium, everyone is trying to maximize personal productivity. In *The Simplicity Survival Handbook*, Bill Jensen offers the antidote you're seeking: a practical guide to doing less in a world of more, and making it count. From "How to Write Shorter Emails for Better Results" to "How to Use Your Mentor to Help You Do Less," Jensen offers step-by-step strategies, tactics, and techniques for communicating more effectively, setting priorities, and balancing the competing demands on your time, while avoiding the time-sinkers. He takes on corporate foolishness, walking you through how to be more productive and take greater control of your workday and, by extension, your life.

From Publishers Weekly Few authors encourage people to read as little of their book as possible, but Jensen (*Simplicity*) uses the table of contents to highlight five "must-read" sections on streamlining work practices, then encourages people who just want the tools to skip to the "Do-Less Toolkit" at the back of the book, which distills every chapter into a one- or two-page summary. The tactic, which matches his counsel to always demand the "executive summary" of any professional training course, invites comparison to the "useless crap" of PowerPoint presentations, a subject of particular efficiency-loving wrath, but these quickie lessons are as effective as their full-length counterparts, if not more so. Each of the regular chapters is introduced by three "Less-O-Meters," which gauge the level of courage needed undertake each challenge, the level of difficulty, and the level of reward each brings. Much of the advice is familiar from other time-management handbooks, like the calls to delete e-mails unread or skip unnecessary meetings, but other sections offer new perspective on dealing with job orientations and regular evaluations, observing that they're more for the company's benefit than the employee's and showing how to focus on those parts that actually address your needs. Jensen's techniques were developed over the course of a decade-long research project, and he frequently directs readers to the Web site for his change consulting firm for additional info. Most won't need it, though, since his concise presentation-reminiscent of Tom Peters, but with even more concentrated substance-lays everything out perfectly the first time. Copyright 2003 Reed Business Information, Inc. "Bill Jensen offers not-so-obvious insights about the hard work of keeping things simple." -- *Fast Company* "Jensen is plainly a man with a mission... [His] observations about today's business world are dead on." -- *Across the Board* About the Author Bill Jensen is President and CEO of the Jensen Group (www.work2.com). Founded in 1985, this change-consulting firm helps Fortune 500 clients apply the principles of simplicity to business management and work design. He speaks and conducts workshops widely on changing how we work. He lives in Morristown, New Jersey.