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to anyone interested in GTD, especially if you've been putting off reading the 'real deal'. For anyone already familiar with GTD, it's handy to be able to quickly go over the whole methodology from time to time to keep you on track and this book is perfect for that.

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GTD in 15 Minutes: A Pragmatic Guide to Getting Things Done. This guide is a simple, pragmatic guide to the “getting things done” method. This run-through of the GTD method is meant to be brief and to the point. If you want an overview of GTD or simply a refresher, this will get you quickly up to speed.

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Unlock the Productivity Cheat Codes (and Master GTD)

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