



# Productividad personal: Aprende a liberarte del estrés con GTD (Spanish Edition)

*José Miguel Bolívar*

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**Un sistema práctico de organización del trabajo que nos permite reducir el estrés, conseguir los resultados que deseamos, y que nos hace más eficaces en todos los aspectos de la vida.**

*Productividad personal* plantea como punto de partida el hecho de que la naturaleza del trabajo ha cambiado profundamente en la era de la información. Nuestras tareas ya no resultan evidentes y nos sabemos bien cuándo están finalizadas; tampoco son estables ni predecibles, y lo que es más importante, no son proporcionales al tiempo que disponemos para hacerlas. Todo es nuevo más a menudo.

Estos cambios han generado una situación de estrés creciente y general entre todos nosotros. Con demasiada frecuencia tenemos el sentimiento de que algo no va bien y que nos causará problemas, pero no sabemos ni de qué se trata, ni cuándo puede estallar y menos aún qué consecuencias puede tener.

La **metología GTD** (creada por David Allen) parte del principio de que una parte importante de este estrés procede de los "compromisos mal gestionados". José Miguel Bolívar propone el uso de este método muy práctico para evitar que nuestra gestión dependa de la memoria, que es muy poco fiable, y nos introduce de forma muy sencilla y asequible en la fórmula GTD para la productividad personal, basada en herramientas para mantener el control de nuestras tareas y la perspectiva necesaria para tener claras las consecuencias a corto, medio y largo plazo de las decisiones que tomas.

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