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## Getting to It: Accomplishing the Important, Handling the Urgent, and Removing the Unnecessary

*Jones Loflin, Todd Musig*

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# Getting to It!

Accomplishing the Important,  
Handling the Urgent and  
Removing the Unnecessary

**Jones Loflin & Todd Musig**

AUTHORS OF JUGGLING ELEPHANTS

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**Jones Loflin, Todd Musig : Getting to It: Accomplishing the Important, Handling the Urgent, and Removing the Unnecessary** before purchasing it in order to gage whether or not it would be worth my time, and all praised Getting to It: Accomplishing the Important, Handling the Urgent, and Removing the Unnecessary:

1 of 1 people found the following review helpful. Good advise to keep you focused on your priorities.By L. C. Sahagun CarreonIf you are like everybody, even though you have set your goals, life keeps throwing to you distractors and urgent matters that unfocus you and keep you from reaching or advancing to your goals.This book is full of advise to keep you focused and to help you feel good with yourself with every day decisions.0 of 0 people found the

following review helpful. It wasn't the worst time management book I've read and some of the ...By CustomerIt wasn't the worst time management book I've read and some of the information was very relevant. But it wasn't simple or easy to follow along and keep all the tips and ideas in mind. The author made it more complicated than it needed to be. I would not recommend this book.0 of 0 people found the following review helpful. Big disappointment, stick with other classics in the fieldBy Gene BeckReally disappointed in this boring rehash of other people's points without being fresh and adding anything to them. I love Steve Covey, Shawn Achor, Spencer Johnson and many others who often say the same universal principle but in an original and fresh way.

From Jones Loflin and Todd Musig, the authors of *Juggling Elephants*, comes *Getting to It*; a practical guide to sorting through the many priorities in your life, showing you how to carefully and consistently evaluate what your IT (Important Thing) should be, and how to get IT done. How busy are you? In the daily struggle to get it all done, what are you forgetting? Is your mind constantly racing with lists of all the things you could and should be doing? Does your day often feel like yoursquo;re treading water in an ocean of rushes and deadlines, trying to keep from drowning while handling increasing work and life demands? Donrsquo;t give upmdash;help is on the way. You just have to find your It. The Important Thing. Define It. Plan It. Focus on It. Get excited about It. Identifying It isnrsquo;t just the first step in the process of getting focused and heading in the right direction, itrsquo;s every step. Getting to It: Accomplishing the Important, Handling the Urgent, and Removing the Unnecessary provides the necessary tools to accomplish the important, handle the urgent, and get rid of the unnecessary. Want to enjoy a more fulfilling life? Get to It.

From BooklistFor readers with endless to-do lists and more tasks than time in a day, the authors of *Juggling Elephants* (2007) offer a practical guide to sorting out the IT (important thing) that eludes them. Failure to clearly define IT leads to misguided priorities and wasted effort. The authors cite examples from the personal to the professional, including Toyotarsquo;s recent spate of recalls for safety issues because the company lost sight of its IT of high safety and quality, as cautionary tales of failure to define or focus on IT. Their prescription: clearly define IT, plan IT, focus on IT, and get excited about IT. Loflin and Musig offer the image of the flood of everyday and urgent tasks going through a funnel desperately in need of filtering. Individual and corporate filters are influenced by values, responsibilities, and available resources, which all help to identify actions that can advance important goals or information needed to build momentum toward the goal. Readers will appreciate this practical guide that counsels balance between the personal and professional in the process of accomplishing IT. --Vanessa Bush ldquo;If you really want to achieve IT, then get this book. The authors detail a simple but powerful approach to achieving more of what really matters in your work and life.rdqquo; (Mark Sanborn, bestselling author of *The Fred Factor* and *You Don't Need a Title to be a Leader*)ldquo;For readers with endless to-do lists and more tasks than time in a day, the authors offer a practical guide to sorting out the important thing that eludes them....[A] practical guide that counsels balance between the personal and professional in the process of accomplishing IT.rdqquo; (Booklist)ldquo;Loflin and Musig believe it is important to define and focusing on ldquo;it.rdqquo; ldquo;It.rdqquo; is The Important Thing....By following the advice in their new book, it should be easier to sort through our many priorities to determine what is most important and downgrade the rest.rdqquo; (Tuscon Citizen)From the Back CoverFrom the authors of *Juggling Elephants* comes the only guide you need to sort through the many priorities in your life, know what your it (Important Thing) should be, and understand how to get it done. How busy are you? In the daily struggle to get it all done, what are you forgetting? Is your mind constantly racing through lists of all the things you could and should be doing? Does your day often feel as though you're treading water in an ocean of rushes and deadlines, trying to keep from drowning while handling the increasing demands of your work and life? Don't give upmdash;help is on the way. You just have to find your it. The Important Thing. Define it. Plan it. Focus on it. Get excited about it. Identifying IT isn't just the first step in the process of getting focused and heading in the right direction, it's every step. Getting to It provides the necessary tools to accomplish the important, handle the urgent, and get rid of the unnecessary. Want to enjoy a more fulfilling life? Get to it.