The Personal Efficiency Program 'How to Get Organized to do More Work in Less Time' by Kerry Gleeson is Released as an Audiobook By Gildan Media Corp

Increase Productivity, Reduce Stress, and Get Home on Time at Last!
This up-to-date Edition of the ultimate labor-saving, stress-busting, career-boosting guide helps one take complete control of every challenge and chore they face at work. Completely retooled to address the evolving demands of the modern workplace.

New York City (PRWEB) March 8, 2007 -- More than 800,000 people worldwide are already working faster and smarter, and adjusting their career paths upward thanks to Kerry Gleeson's revolutionary program, The Personal Efficiency Program.

Find out how to get organized at work, get more done, and carve out more time to do what you really want to do. We all juggle work life and personal life and worry that we spend too much time and effort paying the bills to fulfill our other roles as parents, spouses, and friends. This program will help you work more quickly and efficiently, freeing up more time for the life you live outside the office.

It will show how to:
Cope with information overload
Make technology do your work for you
Establish workable schedules and stick to them
End procrastination and its repercussions
Improve teamwork and run more productive meetings
Spend more of your time on the really important work you do
Spend less time at the office and more time kicking up your heels

"..brings the art of time management up to date.... " (Times )

About the Author
Kerry Gleeson is founder and CEO of the Institute for Business Technology (IBT) International. IBT has advised more than a million executives on workload management procedures at such leading companies as General Motors, Texaco, Westinghouse, Shell, Exxon, Nissan, Lever Brothers, Hewlett-Packard, and many more.

About the Audiobook:
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Author: Kerry Gleeson
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