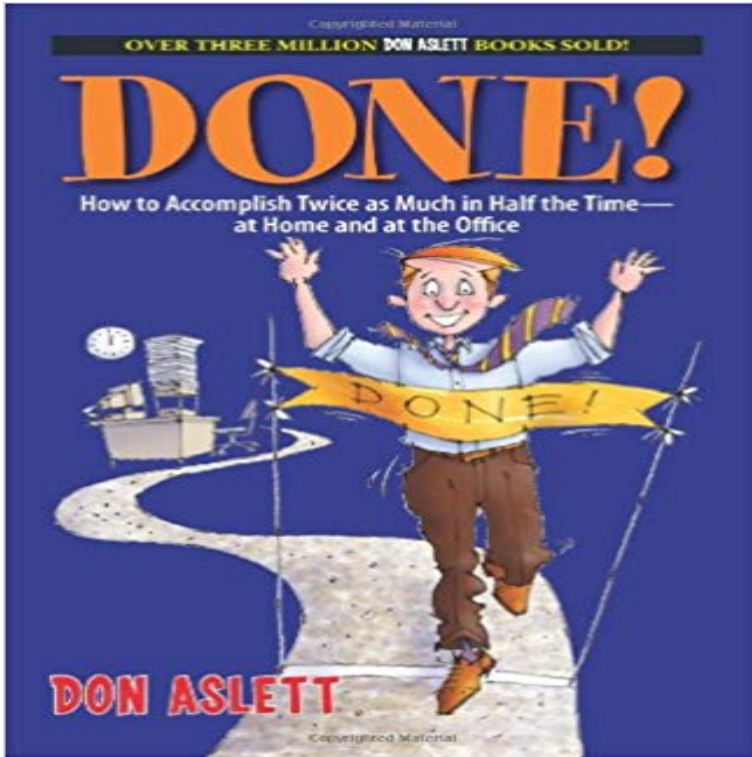


# Done!: How to Accomplish Twice As Much in Half the Time-at Home and at the Office



You know all that you have to do - now, with multi-tasker extraordinaire Don Aslett, you can actually get it DONE! Don a self-made millionaire entrepreneur who founded several successful businesses, written more than a dozen bestselling books and raised six children, knows how to get the most done in the least amount of time. In DONE Don reveals the secrets behind his amazing time-management philosophy, including how to: switch from to do lists to DONE! lists; master the power of early; kick-start the day, every day; maintain momentum till the jobs DONE; identify and eliminate time wasters; plan work that you can really deliver in a realistic time frame; and double, even triple, productivity.

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