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Rus Slater

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The secrets that experts and top professionals use to get things done. Get results fast with this quick, easy guide to the fundamentals of Getting Things Done. Includes how to: **bull**; Get more done in less time **bull**; Manage upwards, downwards and sideways **bull**; Under-promise and over-deliver **bull**; Overcome difficult people and issues **bull**; Deliver

projects on time and on budget

About the Author With over 15 years experience as a line manager, associate and independent consultant Rus Slater can bring performance improvement to most individuals and teams in most situations and sectors.