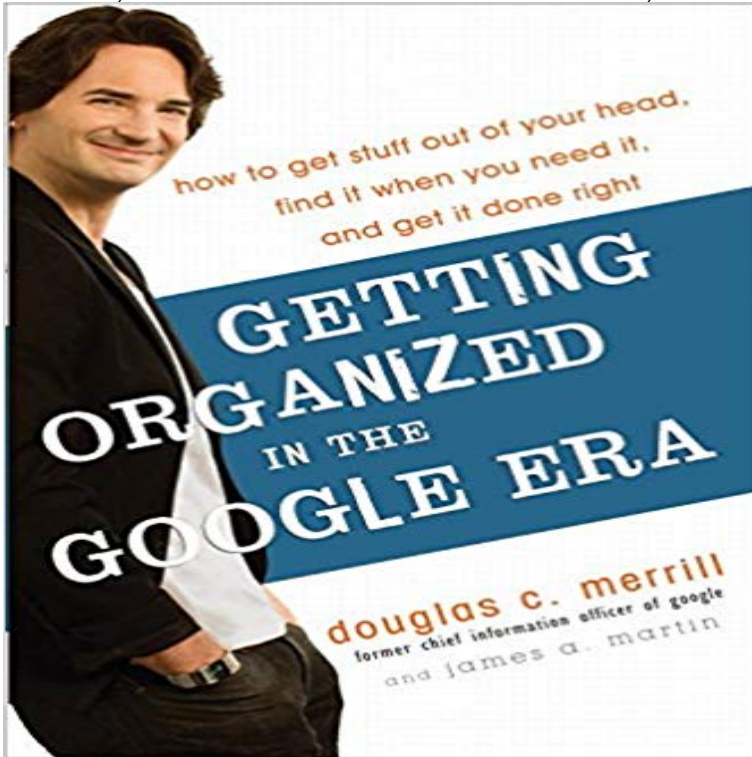


Getting Organized in the Google Era: How to Get Stuff out of Your Head, Find It When You Need It, and Get It Done Right



Whether its a faulty memory, a tendency to multitask, or difficulty managing our time, every one of us has limitations conspiring to keep us from being organized. But, as organizational guru and former Google CIO Douglas C. Merrill points out, it isnt our fault. Our brains simply arent designed to deal with the pressures and competing demands on our attention in todays fast-paced, information-saturated, digital world. Whats more, he says, many of the ways in which our society is structured are outdated, imposing additional chaos that makes us feel stressed, scattered, and disorganized. But it doesnt have to be this way. Luckily, we have a myriad of amazing new digital tools and technologies at our fingertips to help us manage the strains on our brains and on our lives; the trick is knowing when and how to use them. This is why Merrill, who helped spearhead Googles effort to organize the worlds information, offers a wealth of tips and strategies for how to use these new tools to become more organized, efficient, and successful than ever. But if youre looking for traditional, rigid, one-size-fits-all strategies for organization, this isnt the book for you. Instead, Merrill draws on his intimate knowledge of how the brain works to help us develop fresh, innovative, and flexible systems of organization tailored to our individual goals, constraints, and lifestyles. From how to harness the amazing power of search, to how to get the most out of cloud computing, to techniques for filtering through the enormous avalanche of information that assaults us at every turn, to tips for minimizing distractions and better integrating work and life, Getting Organized in the Google Era is chock-full of practical, invaluable, and often counterintuitive advice for anyone who wants to be more organized and productive and less stressed--in our 21st-century world. From the Hardcover

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