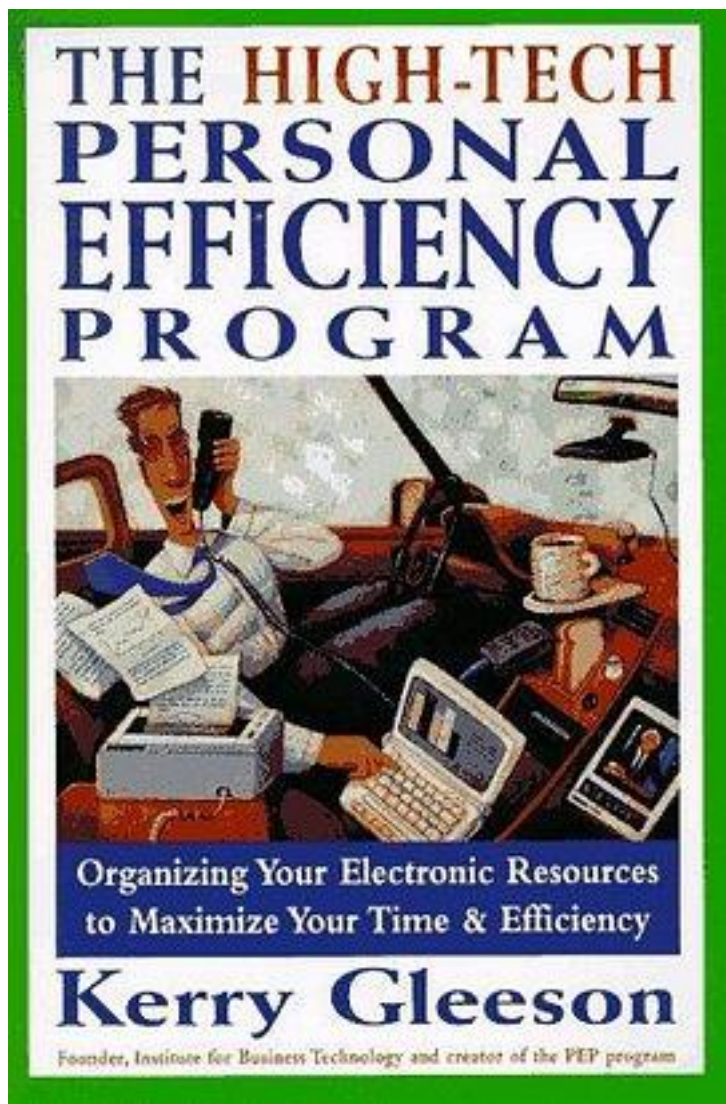


# The High-Tech Personal Efficiency Program



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"Maybe you think you know about time management. Unless you've read Kerry Gleeson's High-Tech PEP, you don't. This book contains a key. It unexpectedly opens up a whole world where suddenly you can think clearly and accomplish things you never thought possible." Duncan Maxwell Anderson Senior Editor, Success magazine "With simple, straightforward tips, [Gleeson] explains how to exploit technology as a personal information management tool. . . . This book offers concrete suggestions for getting our information lives in order. As Gleeson says, 'Do it now!'" Dr. Franklin Becker, Professor and Director International Workplace Studies Program, Cornell University and Partner, @Work Consulting Group LLC "As a result of PEP, I was able to reduce my workweek hours from 70 to 40, and still achieve the same results. . . . I have been very pleased." Dr. Richard Bax, Head of Clinical Research SmithKline Beecham Pharmaceuticals "Productivity through the effective use of technology and work process improvement is the key to success in the corporate world globally. PEP is the enabler." Ed Carr, Senior Vice President of Administration Steelcase, Inc. Make Electronic Gadgets Dance to your Tune; Do More Work in Less Time. Adapted from Kerry Gleeson's internationally acclaimed Personal Efficiency Program (PEP), The High-Tech Personal Efficiency Program shows you how to apply the low-tech principles of PEP to your high-tech environment; e-mail, groupware, the World Wide Web, cell phones, beepers, and more. The easy-to-learn system Gleeson describes has already enabled hundreds of thousands of businesspeople worldwide to reduce job stress, increase productivity, and find more time to smell the roses. Why not you?

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