

## **Productivity**

Here you'll find tools that can help you better manage your time, attention, workflow, and projects. In this category, you'll find the Pillar tool, Getting Things Done (GTD)—a comprehensive methodology for stress-free Productivity. There are also tools to help you keep distractions at bay and make better decisions. And because being productive often requires you to work effectively with others, there are tools to encourage cooperation and focus in a team setting. Finally, there are tools that help you rest from productivity. You cannot be productive all the time; you must allow your mind and body to rest and recharge.