



**Summary: Getting Organized in the Google Era -  
Douglas C. Merril and James A. Martin: How to  
Get Stuff Out of Your Head, Find It When You  
Need It, and Get It Done Right**

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**Complete summary of Douglas C. Merrill and James A. Martin's book: "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".**

This summary of the ideas from Douglas C. Merrill's book "Getting Organized in the Google Era" shows that today's world is fast-paced and information-saturated. To keep your head above water, you need an organizational system which will handle the endless stream of information which gets thrown at you, integrate the tasks you need to get done and allow you to focus on the challenges which will confront you every day. In other words, you need an organizational system which takes full advantage of available technology rather than one developed for bygone eras when paper to-do lists were all that were required. Forget about looking for a one-size-fits-all organizational system – it doesn't exist. Instead, you have to develop your own system which will meet all the unique twists and demands you face in your life and career. This summary highlights 21 Principles of Organization to help you develop a system which works for you.

#### **Added-value of this summary:**

- Save time
- Understand key concepts
- Increase your business knowledge

**To learn more, read "Getting Organized in the Google Era" and get the important things done each and every day.**

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