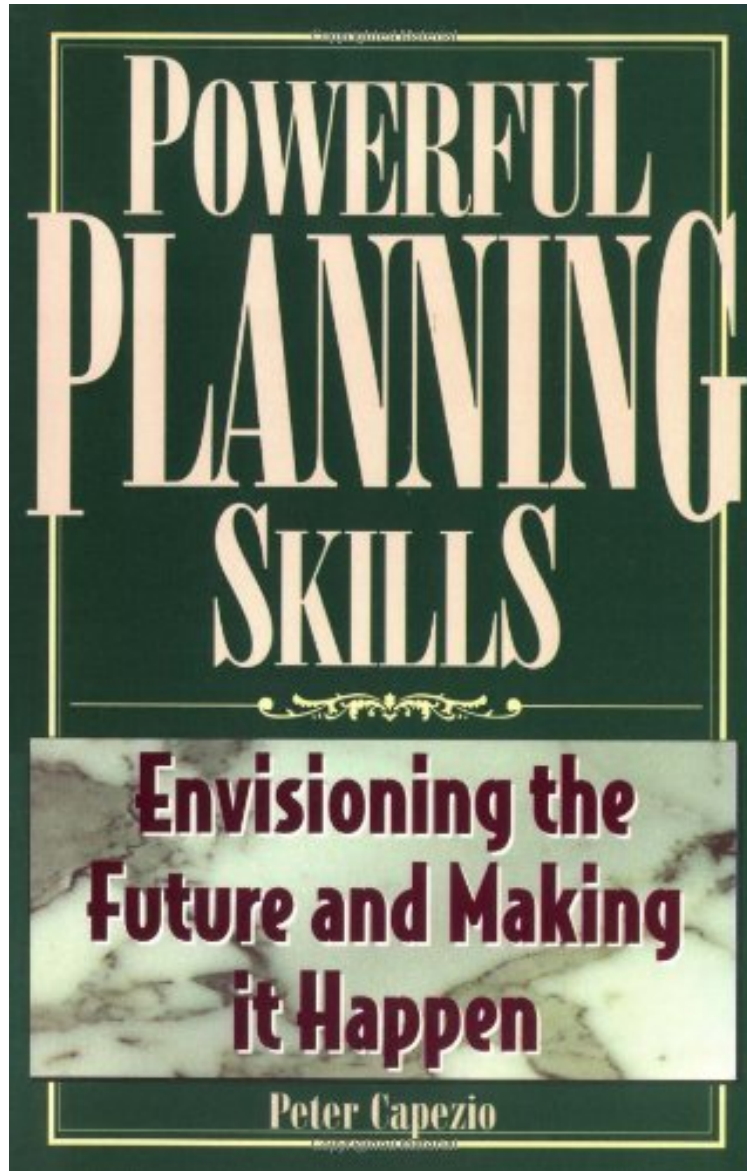


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Powerful Planning Skills

Peter Capezio

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Peter Capezio : Powerful Planning Skills before purchasing it in order to gauge whether or not it would be worth my time, and all praised Powerful Planning Skills:

4 of 5 people found the following review helpful. Excellent guidance in a concise format!By A CustomerI was just placed in charge of a large project and I was looking for a book that would give me some level of comfort that I was on the right track in planning what needs to be done. This book delivered exactly what I needed.The book addresses different types of planning -- such as strategic, tactical, personal, etc., and steps you through the basics of developing a

sound plan -- from defining your purpose or your goal to setting objectives, on through implementing your plan. The book not only tells you what you need to do, but it tells you how you need to do it. It does this by providing a list of questions you should ask yourself about your project as you move from one phase of planning through to the end. There's also a case study that you follow from beginning to end to make sure you understand the concepts and the impact good planning has on achieving your goals. You're given the information you need without having to wade through hundreds of pages of boring text to find it. Everything you need to know is provided in an easy to read concise format. I highly recommend this book if you want to make sure you're developing a thorough plan that will lead you to success.

0 of 1 people found the following review helpful. A Good Read!
By Rolf Dobelli
All books that promise to teach you how to manage your time and your tasks more efficiently must be judged by one simple measure: Do they offer techniques that you actually can implement into your life? In the case of *Powerful Planning Skills*, the answer is an unqualified yes. Although the slim book at first looks simplistic, don't be deceived. Peter Capezio has written a nuts-and-bolts guide that essentially is a straightforward, interactive workbook. The text zeros in on strategic and personal planning styles, while also offering information to help you understand why your past efforts to become the world's best planner might have gone astray. Like most books on time management, this one includes much that you've heard before, but if you're looking to walk away with few new planning tricks, we [...] recommend this book to you.

1 of 1 people found the following review helpful. Not very helpful
By Tony Kronecker
Does not deserve a high rating. The content is pale and weak. Most of the suggestion the author gives are really plain rules of thumb. For example, the book suggests the use of Pareto analysis. The topic is done in around 100 words. Not a book for people who search for a serious discussion of planning skill.

Powerful Planning Skills is an easy-to-read guide to planning skills that can make a huge difference in personal productivity and in the performance of an entire organization. This book can change the way we evaluate projects and problems as well as help master the essential art of increasing productivity. *Powerful Planning Skills* provide the tools necessary to chart the right course personally and professionally and continually evaluate the progress, ensuring the user will obtain their goals.