

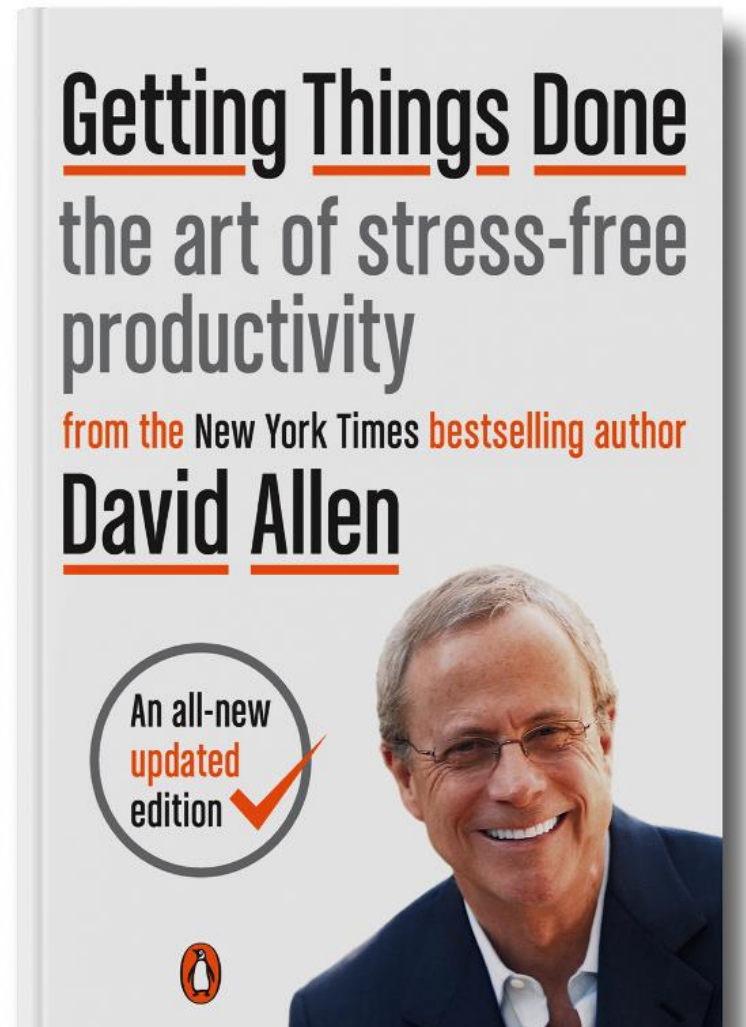
Getting Things Done: The Art of Stress-Free Productivity



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A DAY IN YOUR LIFE

On the next slide, you'll be shown a list that represents a typical day in terms of to-dos and projects. You'll have thirty seconds to review it and decide on the two to three most important things you should focus on for the day.

Let's take a look . . .



Watch **A DAY IN YOUR LIFE**

As you review this list of to-dos and projects, consider: what are the two or three most important things you should focus on for the day?





A DAY IN YOUR LIFE

- What got in the way of you being able to decide what was most important?
- How do those kinds of challenges impact your work and life?

Discuss

Which of these experiences do you relate to the most?



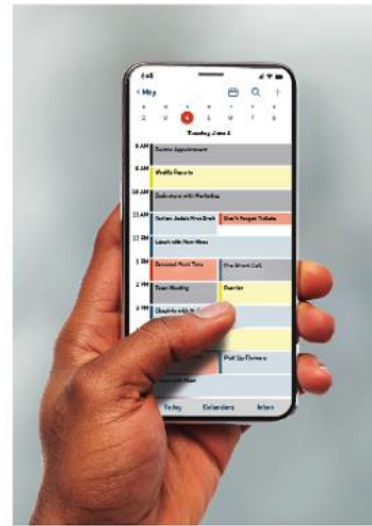
TOO MUCH TO DO

Too many tasks,
overflowing inbox,
missing commitments



DISORGANIZED

Forgetting tasks, can't
find things when you
need them, always
searching for (but never
finding) the perfect
app to get organized



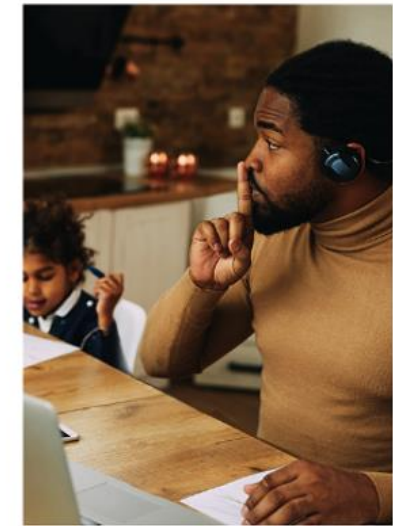
ALL MEETINGS, NO WORK

Overbooked calendar,
constantly snoozing
reminders



BUSY AND UNPRODUCTIVE

Preplanned to-dos
rarely get done, rushing
around all day, distracted
by new inputs



WORK-LIFE IMBALANCE

Rarely present at home
or work, thinking about
work during personal
time and vice versa



GTD LEARNING PATH



CAPTURE

Collect everything that owns a piece of you.



CLARIFY

Make decisions about what you've captured.



ORGANIZE

Park your stuff to make doing easier.



REFLECT & ENGAGE

Trust your choices.



RENEW THROUGH REVIEW

Review weekly and get perspective.



CAPTURE

Collect everything that
owns a piece of you.



What is something that you've really wanted or intended to get done but haven't?

**How long has that one thing
been on your mind?**



THE POINT

You thought of one, but you likely have dozens, if not hundreds!

Each of these things owns a piece of you—your mind, attention, and focus!



MIND SWEEP



THE POINT

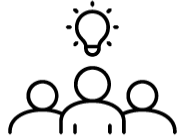
Your mind is for
having ideas,
not holding them.®





A DAY IN YOUR LIFE

- What got in the way of you being able to decide what was most important?
- How do those kinds of challenges impact your work and life?



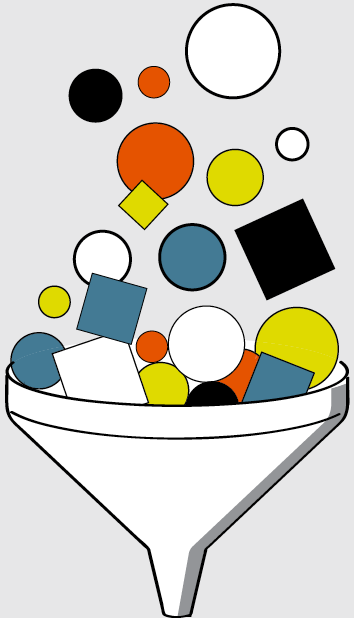
HOW ARE YOU FEELING?

Discuss

As a result of the Mind Sweep, where do you fall on this spectrum (how you feel about those specific items)?



DIRECT ALL YOUR INPUTS TO A FEW CHOSEN CAPTURE TOOLS



Where you capture things is often as important as the habit of capturing. Your capture tools are all of the inboxes where inputs land.



**Everybody uses capture tools—
email inboxes, texts, and notebooks.**

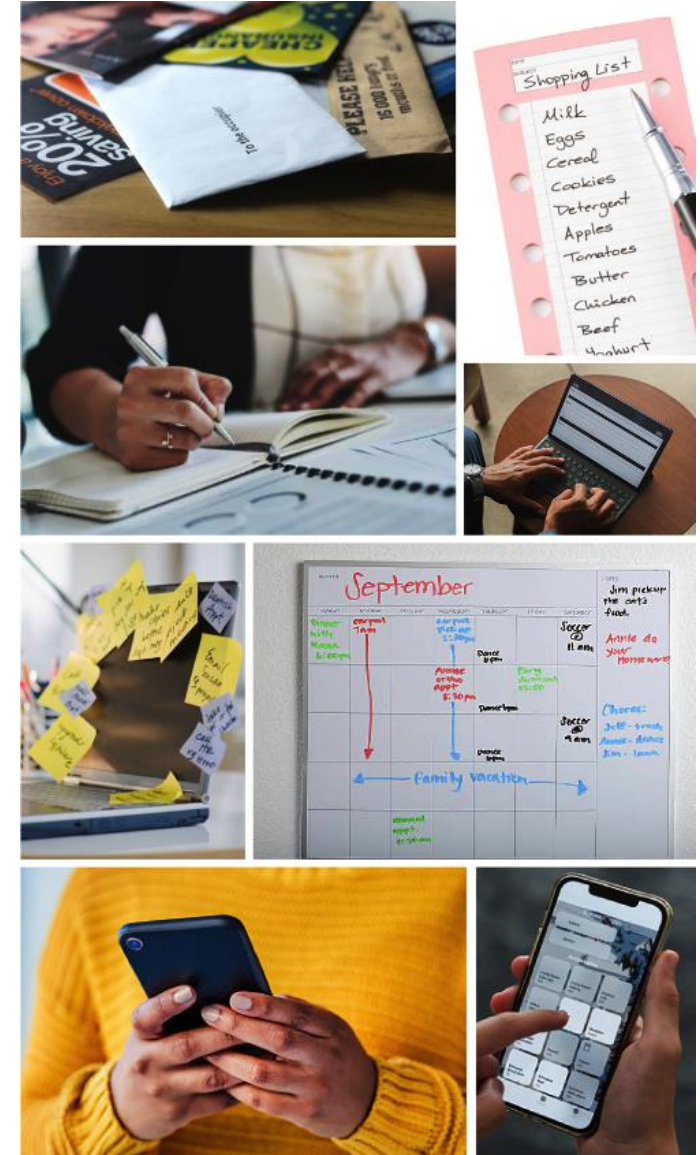


The problem is that people have **TOO MANY** capture tools:

- Text and messaging apps
- Sticky notes
- Whiteboards
- Kitchen counters
- Multiple notebooks
- Multiple email inboxes
- Team collaboration tools
- Storage areas of car
- Laptop bags
- Computer desktops

Discuss

What are other places at work and at home where inputs collect?



THE POINT

We miss things—lots of things—when we use too many capture tools and rely on our minds to hold things.



EFFECTIVE CAPTURE TOOLS

You want to have as many capture tools as needed but as few as you can get by with. The best capture tools are:

- **Accessible**—At least one tool is always with you.
- **Easy to Use**—Your tool doesn't require too many steps to capture.
- **Reliable**—You trust your tool because you look at it regularly.

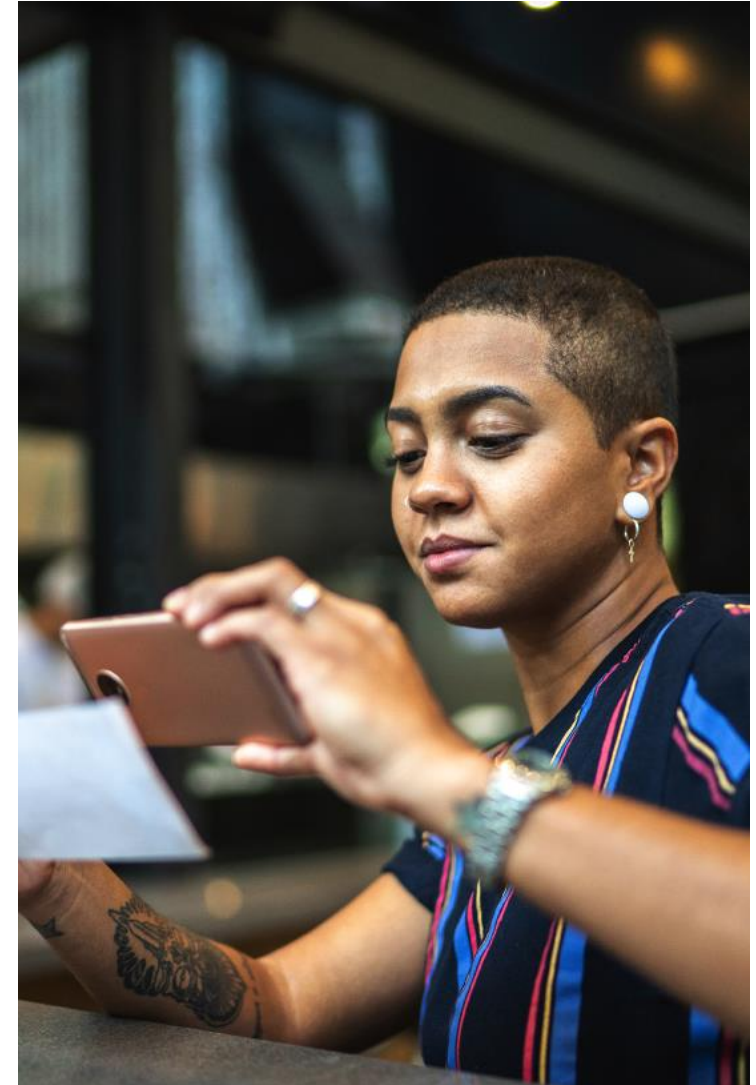


To focus on the most effective capture tools and to remove excess capture tools:

DIRECT inputs to your chosen tools.

AUTOMATE processes so inputs land where you want them to.

DELETE or consolidate capture tools.



CLARIFY

Make decisions about
what you've captured.



NEXT ACTION

DEFINITION

The next physical, visible activity required to move the situation toward completion



NEXT-ACTION VERBS

When identifying the next action, use verbs to describe the physical action you will take.

- Email
- Call
- Text
- Download
- Message
- Read
- Draft
- Talk to
- Review
- Fill out
- Pick up
- Drop off



TRANSFORM YOUR STUFF

Clarify vague to-dos by specifying the very next action you must take.
Begin each statement with a verb.

Team Meeting
Next Week → **Reserve the conference
room for Monday at 2:00 p.m.**

HR Article → **Draft outline for
article on HR trends.**

Get Car Fixed → **Call Leo's Garage for
pricing on car brakes.**

New London
Process → **Send meeting invite to London
team to discuss new process.**



THE POINT

Identifying the *next* action creates more clarity and helps us overcome procrastination.





NEXT-ACTION HERO

Let's try this with three of your items.

1. Choose the first three items on your list that you'd feel comfortable sharing with a partner.
2. Pair up.



NEXT-ACTION HERO

With your partner, clarify “what is the next action that needs to be taken?” Write the next action to the right of each item.

Partner

1. Confirm that your partner has written an observable action.
2. Confirm that it is truly the very next action.

“Things rarely get stuck because of lack of time. They get stuck because the doing of them hasn’t been defined.”

DAVID ALLEN



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RENEW THROUGH REVIEW

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PEOPLE WHO CONSISTENTLY USE GTD SKILLS ARE ...

55X

LESS LIKELY TO SAY,

"I start projects that never get finished, even when others are relying on me."

13X

LESS LIKELY TO SAY,

"I'm not truly present at home, because I'm thinking about work and wondering if there are other things I should be worrying about."

18X

LESS LIKELY TO SAY,

"I often feel overwhelmed. I start to think of tasks looming over me that are about to crash."



PEOPLE REPORT SAVING ...

24 MINUTES



Getting Things Done is not simply about getting things done; it's about being appropriately engaged with your work and life.

DAVID ALLEN



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