

Getting Things Done
The Art of Stress – Free
Productivity
by
David Allen

Presented by
Beverly Dennis, MBA



It's All in Your Mind

- Key elements
 - Control
 - Perspective
- Incompletes and Open Loops pull at your attention
- Identify those things that “ring your bell”

Managing Commitments

- If it's on your mind, your mind is not clear
- What is your commitment and what must be done?
- Organize reminders of your action plan and free your brain from keeping track of everything

Workflow Process

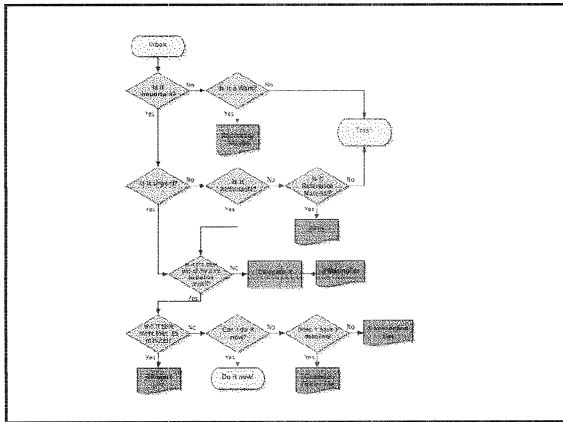
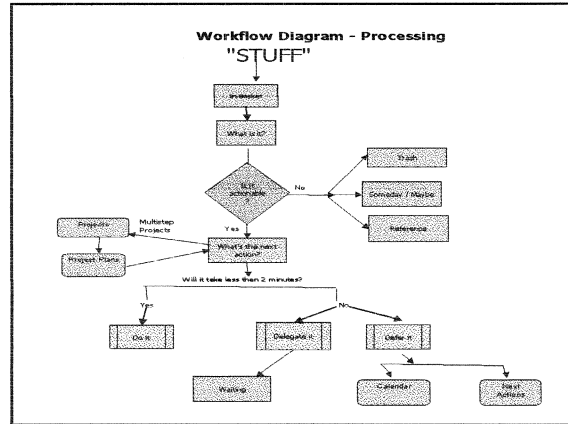
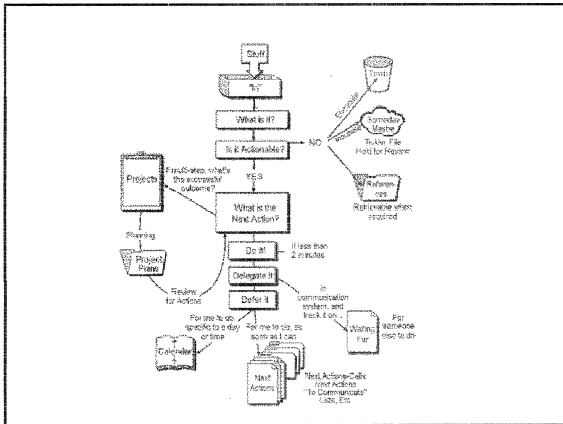
- Collect
- Process
- Organize
- Review
- Do

Collect

- Capture everything that you need to track or remember or act on in what Allen calls a 'bucket'
- Get everything out of your head and into your collection device, ready for processing
- All buckets should be processed to empty at least once per week.

Process

- Start at the top
- Deal with one item at a time
- Never put anything back into 'in'
- If an item requires action
 - Do it (if it takes less than two minutes)
 - Delegate it, or defer it.
- If not
 - File it for reference
 - Throw it away, or
 - Incubate it for possible action later.



Organize

- **Next actions** - For every item requiring your attention, decide what is the next action that you can physically take on it
- **Projects** - Every 'open loop' which requires more than one physical action to achieve becomes a 'project'
- **Waiting for** - When you have delegated an action to someone else or are waiting for some external event before you can move a project forward, **Someday/Maybe** - things that you want to do at some point, but not right now

Review

- Review your lists of actions and reminders them at least daily
- At least weekly, review all your outstanding actions, projects and 'waiting for' items
- Create a "tickler file" in order to help refresh your memory

Do

- Action choice criteria
 - Context
 - Time
 - Energy
 - Priority

Perspective on 6 Levels

1. Current actions
2. Current projects
3. Areas of responsibility
4. Yearly goals
5. 5 year vision
6. Life goals

More Tools

- Tips and Tools from www.davidco.com
- Lifehacker.com
- Getting Things Done Outlook Add-In
 - <http://gtdsupport.netcentrics.com>
- GTD for Lotus Notes
- GTD for Blackberry
 - www.blackberryinsight.com

