



GETTING THINGS DONE[®]

YOUR MIND IS FOR HAVING IDEAS, NOT HOLDING THEM.™

- David Allen

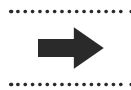
01

CAPTURE**COLLECT WHAT HAS YOUR ATTENTION**

Use an in-tray, notepad, or digital device to capture 100% of everything that has your attention. Little, big, personal and professional—all your to-do's, projects, things to handle or finish.



Keeping It In Your Head



Getting It Out Of Your Head

Notes

02

CLARIFY

PROCESS WHAT IT MEANS

Take everything that you capture and ask: Is it actionable? If no, then trash it or file it as reference or for later review. If yes, decide the very next action required. If it will take less than two minutes, do it now. If not, delegate it if you can; or defer it to do as soon as you can. If it has a multi-step outcome, identify the project.



Decide When It Blows UP

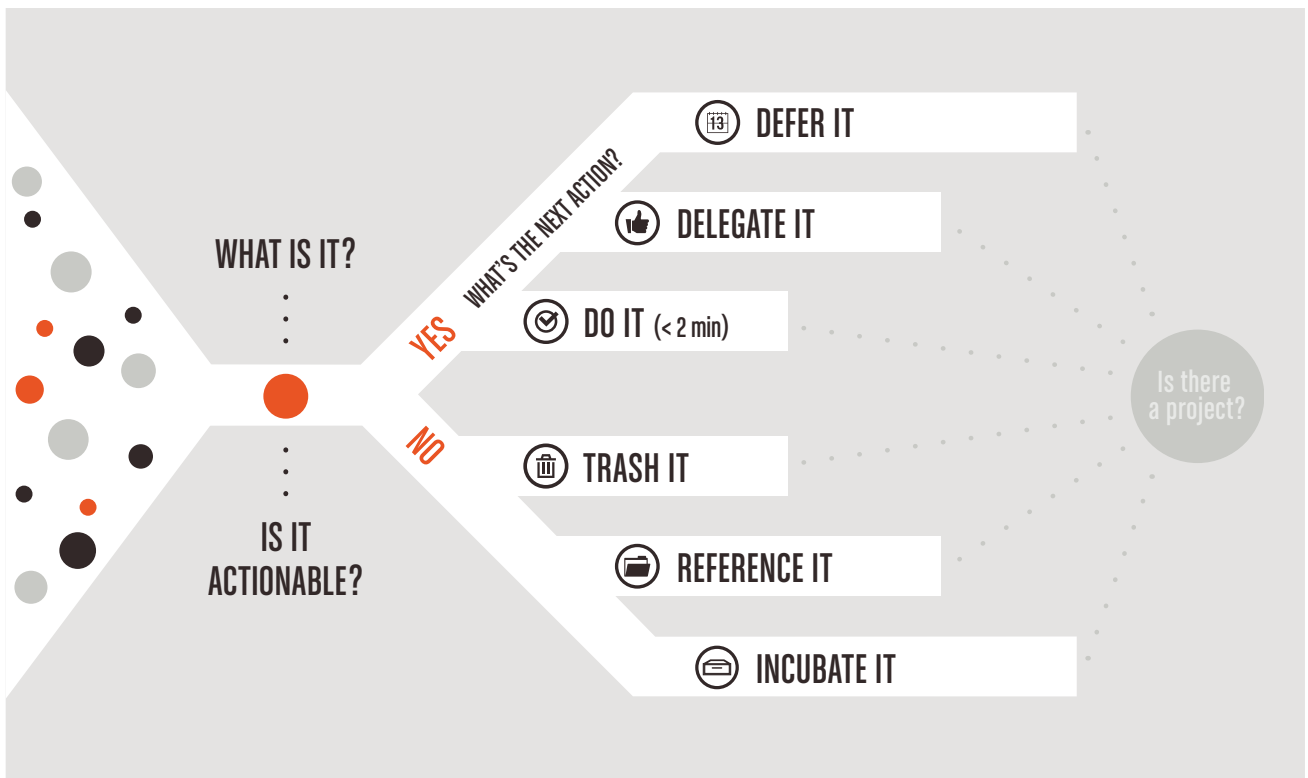


Decide When It Shows Up

Notes

02

CLARIFY PROCESS WHAT IT MEANS



Notes

03

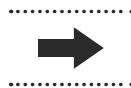
ORGANIZE

PUT IT WHERE IT BELONGS

Create Next Actions list(s). Sort them into categories if it makes sense. For example—calls to make, errands to run, emails to send, etc. Create Projects list to hold multi-step outcomes.



Huh? Blended Stacks



Clear Categories

Notes

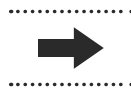
04

REFLECT
REVIEW FREQUENTLY

Look over your lists as often as necessary to determine what to do next. Do a weekly review to clean up, update your lists, and regain focus.



Reacting to Latest and Loudest



Utilizing Orienting Reviews

Notes

05

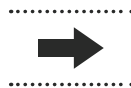
ENGAGE

SIMPLY DO

Use your trusted system to take appropriate actions with confidence.



The Busy Trap



Make A Trusted Choice

Notes

