

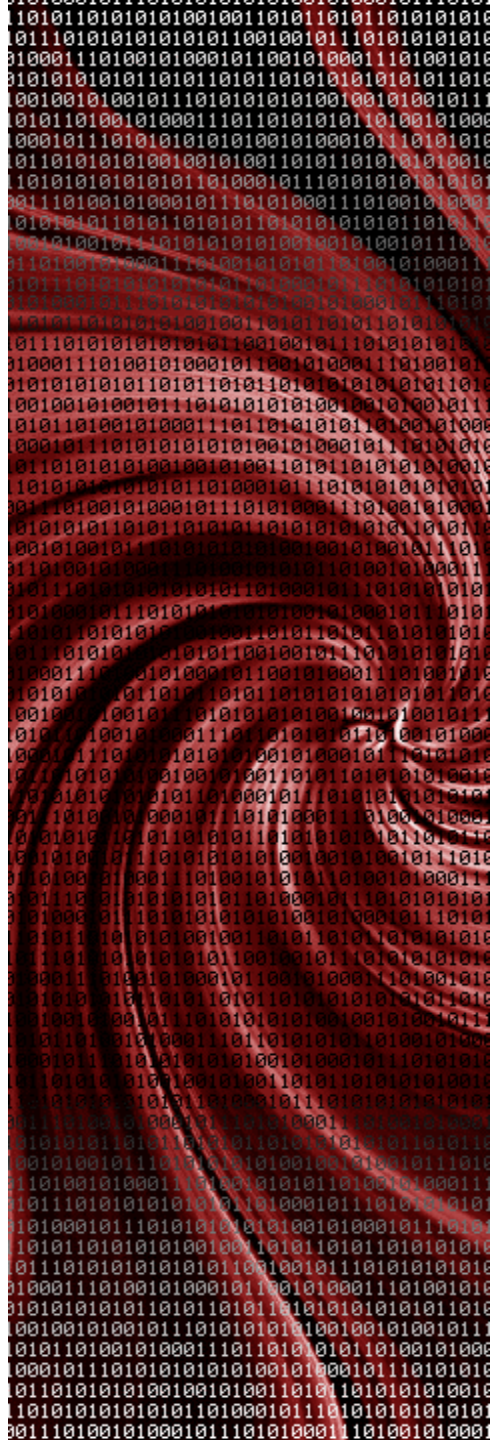
Coaching



GETTING THINGS DONE



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ABOUT TODAY

In this session we discuss the method known as “the art of stress-free productivity” by David Allen -**Getting Things Done.**

- Read the book
- Watch on TED



KNOWLEDGE WORKER'S ISSUES

- Procrastination
- Avoiding things you should do
- There are items that always stay on your to-do list
- Although you think you plan things well, they sometimes get out of control
- Although you worked a lot, you have the feeling of having nothing really accomplished
- You feel that there is too much stuff to do
- Things pop up to your mind in situations when you cannot do anything about them
- You do not have a clear mind

GOALS

GTD aims at providing strategies for how to:

- be more relaxed and less stressed
- accomplish more
- be more creative
- keep track of relevant things by supporting to
 - define your work and priorities
 - help to organize and structure your work

CLEAR MIND

Creativity needs a clear mind.

Your mind is full of *stuff* because You have not clarified the indented outcome. You have not decided what the physical next action towards the outcome is. You have not put reminders of the outcome and action in a system that you truly trust.



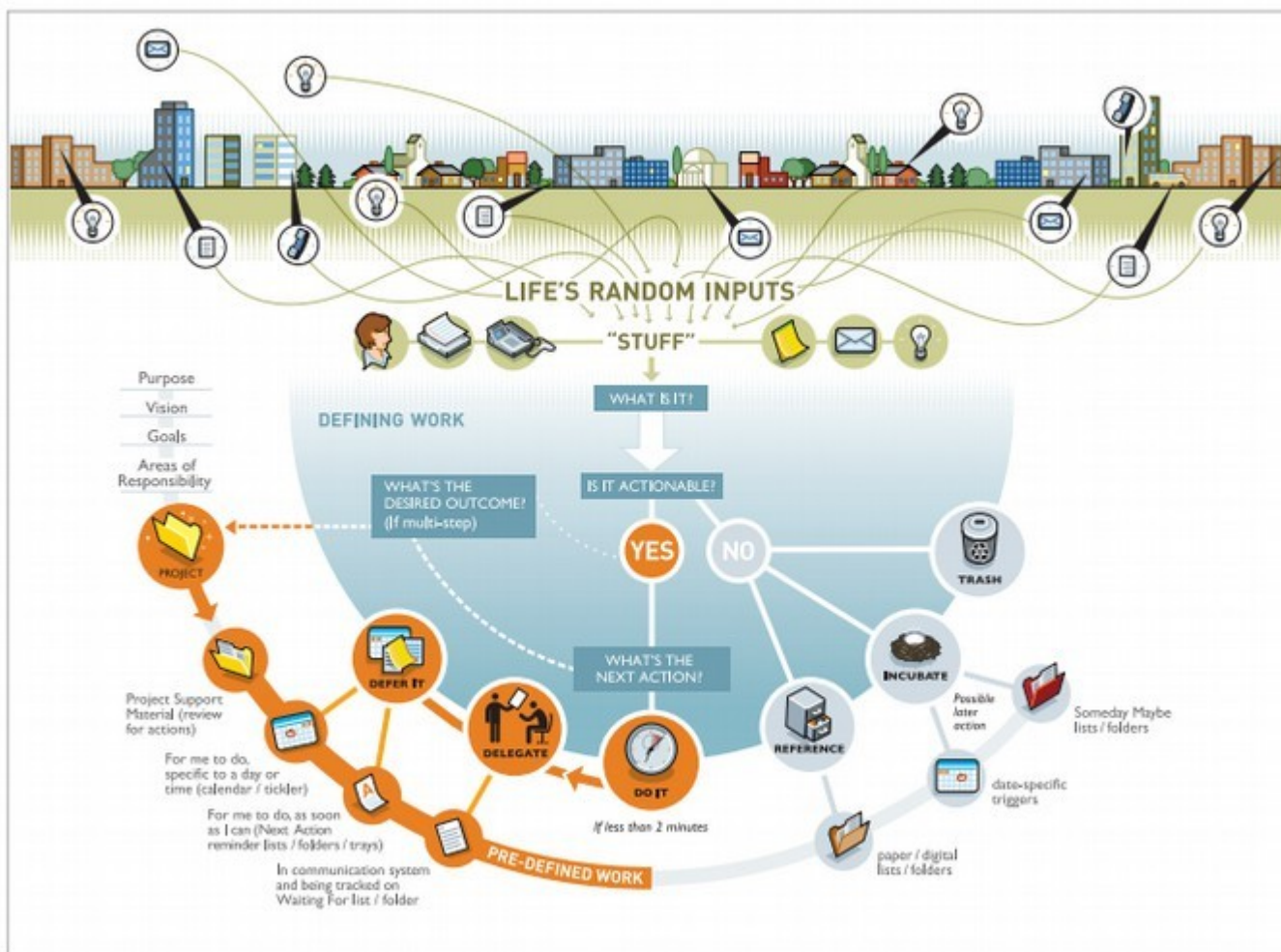
TRANSFORMING STUFF

- A lot in GTD is about the transformation of *stuff* to clear your mind:

Stuff is everything in your physical or psychological world that it is not where it belongs to or for which you have not defined a desired output.



THE IDEA



5 PILLARS

GTD is an organizational system. It doesn't put rules around how you actually do your work. Instead, it focuses on how you capture the work you need to do, organize it, and choose what needs your attention.

At its core, GTD stands on five "pillars," or steps to getting and staying organized: *capture, clarify, organize, reflect, engage*.

CAPTURE

Capture everything. Your to-dos, your ideas, your recurring tasks, everything.

Put it in a pen-and-paper notebook, a to-do app, a planner, whatever you prefer to use to get organized. Use whatever tool fits into your normal flow. The barrier to using it should be so low that there's never a reason for you to say *I'll add it to my list later.*

You want to capture everything as soon as it happens so you don't have to think about it again until it's time to do it

CLARIFY

Clarify the things you have to do. Don't just write down *Plan vacation*, break it down into actionable steps so there's no barrier to just doing the task.

If there's anything you can do right away and have time to do, get it done. If there's anything you can delegate, delegate it.

ORGANIZE

Organize those actionable items by category and priority. Assign due dates where you can, and set reminders so you follow up on them. Pay special attention to each item's priority, as well.

You're not actually doing any of the items on your list right now, you're just making sure they're in the right buckets for later, and your reminders are set.

In short, this is quality time with your to-do list, inbox, and calendar.

REFLECT

- Reflect on your to-do list. First, look over your to-dos to see what your next action should be.

This is where the clarifying step pays off, because you should be able to pick something you have the time and the energy to do right away. If you see something that's so vague that you know you won't be able to just pick up and run with it, break it down.

Second, give your to-do list an in-depth review periodically to see where you're making progress, where you need to adjust your priorities, and determine how the system is working for you.

ENGAGE

Engage and get to work. Choose your next action and get to it.

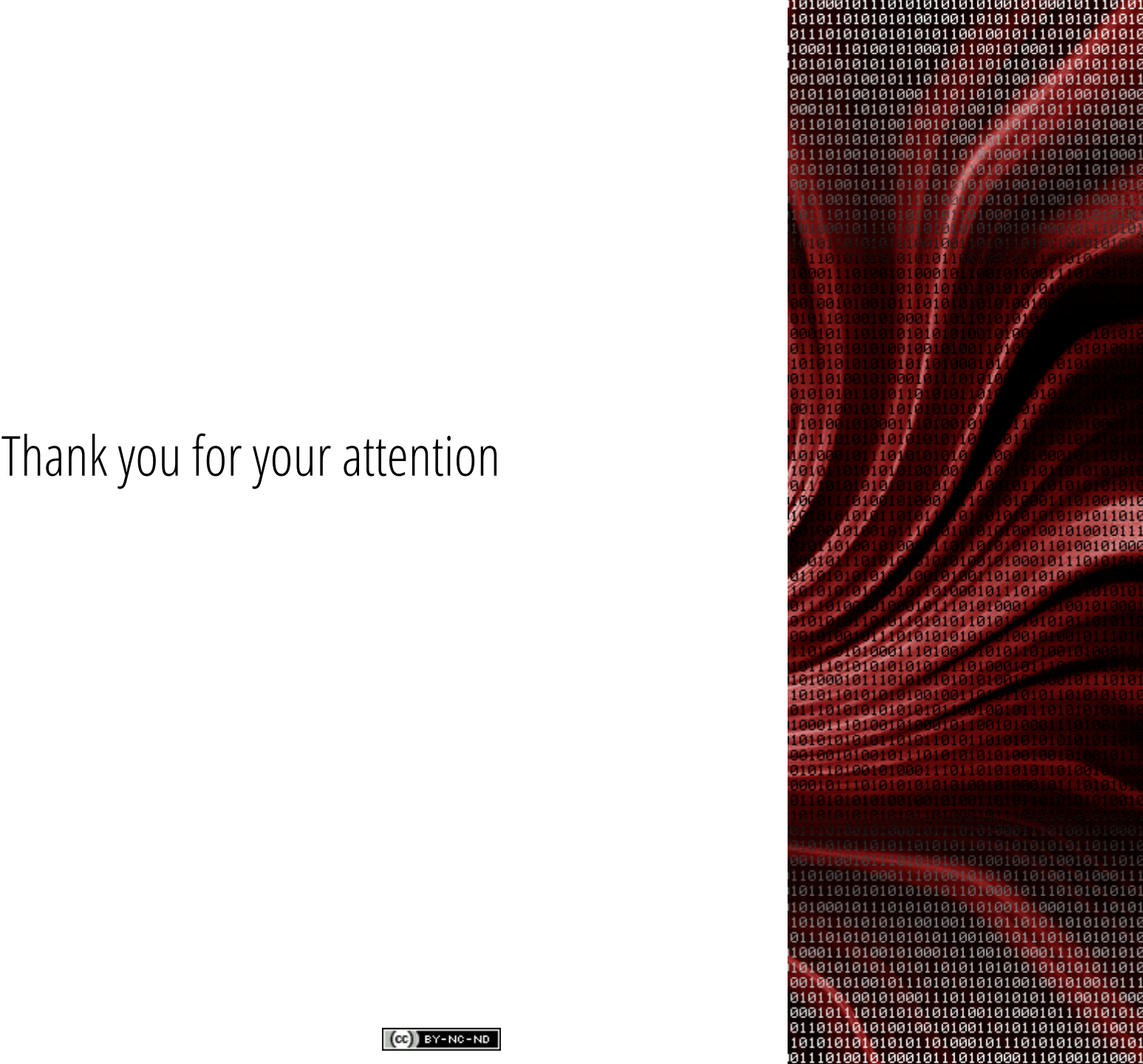
Your system is, as this point, set up to make figuring that out easy. Your to-dos are organized by priority and placed in categories. You know what to work on, and when. They're broken into manageable, bite-sized chunks that are easy to start: *It's time to get to work.*

FINAL THOUGHTS

For IT and high tech companies review
the presentation of Justin Elliott -

*Step Back...Clear Your Mind...What's The Next
Step?*





Thank you for your attention