



GETTING THINGS DONE

Level 1: Fundamentals and Implementation Lab

About the Seminar

- Do your people sometimes feel like they are working harder but falling further behind?
- Are they working more hours at the expense of their home life?
- Can increased productivity really go hand-in-hand with lower stress levels?
- Are they making optimal use of the technology tools they have to maximize their productivity?

The headwinds we face in life today are formidable. Emails and instant messages come in at a relentless pace. Calendars fill up. Distractions abound. We are consistently busy, but we lack the sense that we are focused on the right things. We seldom celebrate real achievement. Home life suffers, at the mercy of the demands of our professional lives, and vice versa.

This seminar provides practical techniques that will help you to get control of your world. You will increase your productivity, yes, but you will do so while maintaining a clear mind and the confidence that you are consistently focused on the right things. Applying a straightforward, practical methodology to dealing with changing priorities, shifting resources, and the sheer volume of emails, calls and texts, the Getting Things Done (GTD) approach has helped millions of busy people get more done with less stress.

Who Should Attend

If your colleagues feel that they have more to do than they can get done, or are working harder but falling further behind, GTD can help.

It also accelerates existing high-performance behaviours, translating ambition into action. GTD can help individuals overcome distraction, procrastination, and uncertainty and help teams to delegate better, come away from meetings with a clearly defined sense of purpose, and align on shared goals in ways that ensure that the right things get done. The methodology works with existing software and tools, and can be highly customized to individual preference and work style.

What to Expect

The results of applying GTD include greater focus and effectiveness in a more relaxed manner. It can help create space for longer-term strategic work while instilling confidence that the right things are actually getting done.

This practical approach has already helped many teams and organisations to increase their return on invested energy, improve job satisfaction, and boost individual and group performance.

Course Outline

- **The Fundamental Process** - how can we think decisively and effectively about things that need to get done?
- **The Five Phases of Workflow** - a model for analysing and optimising the way we work every day:
 1. **CAPTURE** Collect what has your attention
Use an in-tray, notepad or voice recorder to capture 100% of anything and everything that has your attention. Little, big, personal and professional – all your to-do's, projects, things to handle or finish.
 2. **CLARIFY** Process what it means
Take everything that you capture and ask: is it actionable? If no, then trash it, incubate it, or file as is as reference. 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 put it on a list to do when you can.
 3. **ORGANIZE** Put it where it belongs
Put action reminders on the right lists. For example create lists for the appropriate categories – calls to make, errands to run, emails to send, etc.
 4. **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 clear your mind.
 5. **ENGAGE** Simply do
Use your system to take appropriate actions with confidence.
- **Implementing Getting Things Done:**
 - designing and implementing a personalized GTD system in Outlook (or other standard organizational technologies)
 - sharing strategies and techniques for optimizing handling of email
 - discussing best practices for calendar management
 - using technology to support appropriate focus and prioritization at all times
 - dealing with email backlog
 - practicing using the new system to deal with your work

Prerequisites

None. Ideal for those new to or experienced with GTD.

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