



GETTING THINGS DONE

GTD® Virtual Coaching

GTD is the shorthand for 'Getting Things Done®', the ground-breaking work-life management system that provides concrete solutions for transforming overwhelm and uncertainty into an integrated system of stress-free productivity. Virtual coaching is designed to foster not only a deep understanding of how to make GTD work for you, but to establish lasting behaviour changes to keep it going.

In our intensive one-to-one coaching programme, you will work with a certified coach to assess every aspect of your working practices and environment, from input to execution. This will help you establish and optimise your Getting Things Done (GTD) system, and allow you to make the best choices about what you work on day-to-day.

Working with your preferred technologies, you and the coach will design and create an ideal organisational system that supports you wherever you are. All aspects of the GTD methodology are covered, leaving you with a complete theoretical and experiential understanding of your most productive workflow, and a clear path to get there.

The sessions are conducted remotely over a period of 8-12 weeks, allowing you to implement and refine your new practices between sessions.

- Eight one-hour sessions conducted remotely using video and screen-sharing technology
- Delivered over 8-12 weeks as scheduling permits
- Expect 1-2 hours of "homework" between sessions to implement, integrate, and refine each step
- The more time and focus you can invest between sessions, the more effective the programme will be for you overall

"Having personally embarked on the GTD journey almost five years ago now, I can honestly say this personal productivity methodology has changed my life dramatically for the better. As a result of GTD, I'm faster, less stressed, more able to make decisions and happier at work and in life. I would go beyond merely recommending GTD and Next Action Associates to you, instead I would positively urge you to go out and get this incredible material for yourself and your teams- it has been one of the best personal and professional investment decisions I've ever made!"

Spencer Hanlon

COO, AirPlus International

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