

Virtual GTD[®] Learning

Support productivity and wellbeing for teams working remotely or from home, with Getting Things Done[®] virtual seminars and coaching.

Do you have employees based remotely or working from home in uncertain times? You need three things: to keep morale up, productivity up, and stress levels down. GTD[®] has been proven to help considerably with all of these. It offers practical techniques to provide clear, positive focus so that when the storm does pass, you and your team emerge stronger than ever.

The Getting Things Done virtual delivery programme has already helped many thousands of teams in some of the most successful organisations all around the world.

GTD Virtual Seminars: Level 1 Fundamentals & Implementation Lab

The GTD Fundamentals virtual seminar provides best practices and tools for applying order to chaos and how to organise workflow in a systematic and manageable way.

- The Five Phases of Workflow
 - a model for analysing and optimising the way we work every day: Capture, Clarify, Organise, Reflect and Engage
- Implementing Getting Things Done:
 - designing and implementing a personalised GTD system in Outlook (or other standard organisational technologies)
 - Sharing strategies and techniques for optimising handling of email and other messaging technologies
 - Using technology to support appropriate focus and prioritisation at all times.
 - Practicing using the new system to deal with your work

This virtual delivery seminar is ideal for remote teams or offices. Content is delivered over 5 sessions, each between 60 and 120 minutes.

"Can't recommend this virtual GTD seminar enough, if I had staff who received more than 5 emails a day it would be compulsory for them. If you're considering GTD, do it and do it virtually."

- Callum Sharplin, Sales Specialist - Commercial Accounts, Cisco Meraki



"I've made great advances in my GTD abilities based on this coaching and I find it makes my work more engaging and enjoyable. I highly recommend investing in this coaching."

- Cory McGowan, COO, Canyons

GTD Virtual Coaching

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.

Working with your preferred technologies, you and the coach will design and create an ideal organisational Getting Things Done (GTD) system that allows you to make the best choices about what you work on day-to-day. 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.

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Other more advanced virtual seminars are also available.