

Level 1: Fundamentals and Implementation Lab - Virtual Course

About the Programme

- 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?

This virtual course provides practical techniques that will help your employees to get control of their world, increase productivity and reduce stress. Using technology or software of your choice, this course will help employees to apply a straightforward, practical methodology to dealing with changing priorities, shifting resources, and the sheer volume of emails, calls and texts. This practical approach has already helped many thousands of teams in the most successful organisations.

Who Should Attend

If your employees 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. This virtual delivery course is ideal for remote teams or offices.

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

- **Content is delivered over 5 sessions, each between 60 and 120 minutes.**
- **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: Capture, Clarify, Organize, Reflect and Engage. These five phases will cover the best practices and tools for applying order to chaos and organise workflow in a systematic and manageable way.
- **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 and other messaging technologies.
 - using technology to support appropriate focus and prioritization at all times.
 - 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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