



GETTING THINGS DONE

GTD® Workflow Coaching

In our intensive one-on-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 optimal choices about what you work on, day-to-day.

Much like a personal trainer, the coach provides best practices and support while you practice the fundamental thought process of GTD on your own work.

This allows you to immediately implement improvements to your workflow, enabling stress-free productivity.

All aspects of the GTD methodology are covered, leaving you with a complete theoretical and experiential understanding of your optimal workflow, and a clear path to get there.

After the initial one-on-one coaching, ongoing follow-up sessions ensure support for behaviour change and keep you on the right trajectory to achieve a more effective and stress-free way of working.

Coaching is by far the fastest and most effective way to establish your GTD practice, or to take it to the next level.

Working with your preferred technologies, you and the coach will design and create an optimal organisational system that supports you wherever you are. Working together with the coach, you will use the new system to gain clarity about your commitments and set yourself up to be optimally productive when you are ready to start executing.

"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

"In the two days of Workflow Coaching I got my life under control and learned how to keep it that way. A very worthwhile investment."

Sanjiv Mirchandani,
Fidelity Investments

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