



GETTING THINGS DONE

GTD® Mastering Workflow Series Level 1: Fundamentals

About the Course

- Why do we sometimes feel like we're working harder but falling further behind?
- Is it possible to achieve what we want personally and professionally without working more hours?
- Can increased productivity really go hand-in-hand with lower stress levels?

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.

GTD Mastering Workflow is a one-day course that provides practical techniques that 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.

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 it 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 - how will you implement the ideas and best practices from the course?

Who Should Attend?

Anyone who wants to get more of the right things done, in less time, with less stress and greater mental clarity.

Prerequisites

None. The course introduces the fundamental thinking and practices of the Getting Things Done methodology.

On-going Support

We recommend setting aside a second day to fully set up your GTD systems as soon as possible following on from this course.

Alternatively, we also offer one-on-one coaching provided by certified GTD coaches.

Reserve your seat in the course now

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Standard rate: £595+VAT

*Discounts for early registration.

Group rates available for two or more. Special rates available for charities, teachers, students and GTD alumni (only if repeating the same course).

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