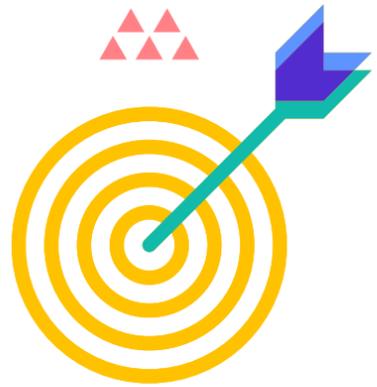


# Getting Things Done

## Key Insights

### Overview

Learn to use the Getting Things Done method to organize your work and find purpose in life. It will make you more productive.



### Getting Things Done

Trying to remember everything makes it hard to concentrate on the task at hand. You can use the Getting Things Done method (GTD) to gain greater control over your work.



### Capture your thoughts

First step in GTD is to capture all of your todos and ideas in on paper or digitally so that your mind can focus on solving problems.



### Clarify

Second step is to clarify what each item is and what you can do with it.

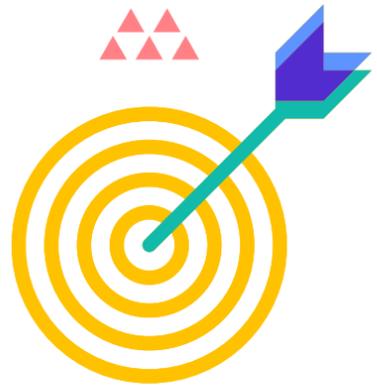


# Getting Things Done

## Key Insights

### Organize

Organize the outcomes into lists like your Calendar, Projects, Next Actions, Someday/Maybe, and Waiting For Lists.



### Reflect

Reflect on what is integral and go over the items.



### Engage

Final step is to engage your tasks by selecting which actions you want to execute at this particulate time and executing them.



### Capture

Capture tasks, todos, and ideas on paper or digitally (also called collection tools). A great way to start is to go through all your thoughts, plans, materials and capture them in collection tools in a very comprehensive way.

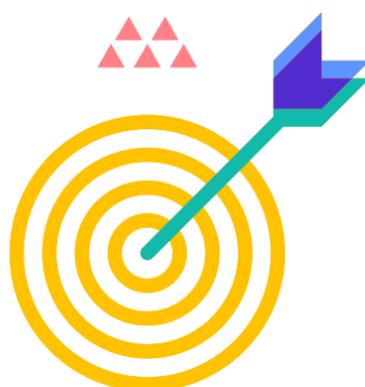


# Getting Things Done

## Key Insights

### Clarify

Clarify - Once a week, empty your external collections tools by determining what action is needed to complete them and organizing these actions into the right places.



### Organize

Empty your collection tools and organize things in the right places based on whether it's actionable or not. For example, if an item is actionable and requires more than one step to complete, it's a "project" and should be placed in the "Projects" list.



### Project

A project requires more than one action step. Writing one email is not a project, but organizing a big meeting or planning a vacation is. Store projects in a Projects list and review and update it regularly. Define next actions to take for a project and place that action in the Calendar or Next Action lists.



### Plan a Project

1. Identify why you're undertaking the project.
2. Ask yourself what the outcome should be when the project is completed. For example, increase revenue by 10%.

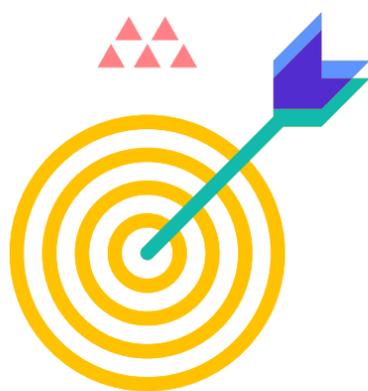


# Getting Things Done

## Key Insights

### Plan a Project

- 3. Brainstorm ideas that will get you the results. Let ideas flow and don't judge. Quantity is more important than quality here.
- 4. Organize your ideas and group them.
- 5. Define the next physical and visible action to move the project forward,



### Calendar and Next Action

Use a Calendar or Next Action lists instead of a todo list. Calendars are useful for time and day specific actions and information such as doctor appointments. Other tasks should go into the Next Action list. These items take more than two minutes to complete.



### Waiting For

Put items that you rely on other people in the "Waiting For" list. Remind that person to complete the item.



### Someday/Maybe

Items that you're not ready for now should go into the "Someday/Maybe" list. These might be trips you might want to take or skills you might want to learn. Make sure this list is reviewed and updated regularly.

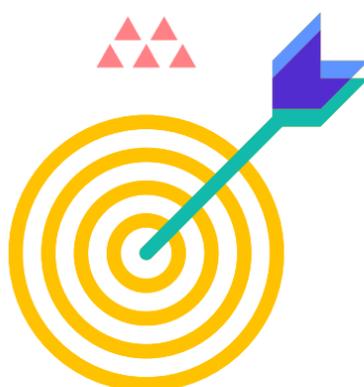


# Getting Things Done

## Key Insights

### Reflect

Every day, check your Calendar and Next Action lists, crossing off items that are completed. Every week, empty your collection tools, capture any thoughts/ideas in your head, and cross off items on the Next Actions List.



### Every Week

Every week, ask yourself - Do you need to follow up with someone for the Waiting for list? Do all of your projects in the Projects list have an action item? Do you wish to pursue or not pursue any items on the Someday/Maybe list?



### Engage

Choose what to do by asking the following questions. What can you do in the current context? i.e if you don't have a computer, you can't send an email. What do you have time for? What do you have energy for? What is highest priority?



### Done!

We hoped you liked this infographic!

