A personal note from Douglas Johnston, creator of the D*I*Y Planner:

Getting Things Done (a.k.a., GTD) is a fabulous book by David Allen that has provided both methodology and motivation to millions of people (including myself), enabling them to lead more productive lives. As I consider this book to be the chief inspiration behind the D*I*Y Planner project, it is only right that we offer some quick reference charts for the purposes of reminder and meditation. I believe that these offer little benefit to anyone who has not read the book; if this includes you, and you find use in the D*I*Y Planner kits, I heartily recommend running to your local bookstore to purchase it. It may change your life.

A disclaimer: all ideas here are David Allen’s, not mine. Thus, they are subject to being withdrawn without notice whenever Mr. Allen asks. Two diagrams are freely downloadable at the DavidCo website: the original GTD diagram from the book; and the advanced workflow diagram designed by Scott Moehring. These are simply scaled and adjusted slightly to fit the pages of your planner. The colour diagram on pages 3-4 was created by me to include a few more concepts from the book (such as the weekly review), and in a format more suitable to the D*I*Y Planner kits.

The most recent version of this package, along with the rest of the printable template kits, can always be found at:  
http://www.diyplanner.com/templates/official/classic

The DIYPlanner.com site also contains handbooks, how-to guides, documents and numerous articles that can help you make the most of your planner.

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http://creativecommons.org/licenses/by-nc-nd/2.0/
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Getting Things Done

Quick Reference

- Projects
- Commitments
- Communications
- Reports / Writings
- Meetings
- Reviewing
- Financials
- Administration
- Clients
- Marketing
- Systems / Supplies
- Delegation
- Errands
- Pers./Prof. Development
- Home/Office Maintenance
- Community / Civic Issues

**Weekly Review:**
- Loose papers
- Process your notes
- Previous calendar data
- Upcoming calendar
- Empty your head
- Project / outcome lists
- Next Actions lists
- Waiting For lists
- Relevant checklists
- Someday/Maybe lists
- Pending and support files
- Be creative & courageous

**“STUFF”**

![IN BOX](image)

What Is It?

- Eliminate
- Incubate

**Is It Actionable?**

- NO
- File

- YES (multi-step)

Review for Actions

What’s the Next Action?

- Delegate
- Less than 2 minutes

- FOR ME:
  - ASAP
  - Specific Date or Time

DO IT

- WAITING FOR LISTS
- NEXT ACTIONS LISTS/FOLDERS/TRAYS
- DATEBOOK / PDA

Based upon the book *Getting Things Done* by David Allen (All Rights Reserved by David Allen)
This diagram created by Douglas Johnston for the DIY Planner project: www.DIYPPlanner.com
Getting Things Done

Weekly Review:
- Loose papers
- Process your notes
- Previous calendar data
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- Next Actions lists
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- Someday/Maybe lists
- Pending and support files
- Be creative & courageous

“STUFF”

IN BOX

What Is It?

Is It Actionable?

Delegating

What’s the Next Action?

FOR ME:
- ASAP
- Specific Date or Time

Waiting For Lists

Next Actions Lists/Folders/Trays

Datebook / PDA

“STUFF”

Review for Actions

Eliminate

Incubate

File

DO IT

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Getting Things Done
by David Allen

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Stuff
"IN"
What is It?
Is it actionable?

NO

ELIMINATE
Trash

POSSIBLE
Later actions

INUBATE
Someday Maybe
lists/folders

REFERENCE

Paper &
digital
lists/folders

YES

What's the
Next Action?

Do it
If less than
2 minutes

Delegate it

Defer it

in communication
system, and track it on...

Waiting For

Lists/folders

Projects
Planning
Project plans
Review for Actions

If multi-step, what's the successful outcome?

If for me to do, specific to a day or time

Calendar

For me to do, as soon as I can

Next Action

Action reminder
lists/folders/trays

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www.davidco.com
Getting Things Done advanced workflow diagram — created by Scott Moehring, based on Getting Things Done by David Allen, www.davidco.com  rev. 2/17/04
What is the successful Outcome? What will have happened when this can be checked off? Describe it in past tense.

What is the Next Action? If this was the only thing you had to get done, what is the very next physical thing you would have to do?

Do Less than two minute Next Action? Do it now!

Delegate Are you really the best person to do this?

Defer To be done on a specific day, or simply as soon as possible

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**Review**

as often as needed to keep your head empty

- Daily
- Weekly
- Occasionally

**Do**

in the moment, guided by intuition, supported by the four previous phases, influenced by reality of current situation

- First, by CONTEXT
- Then, by TIME AVAILABLE
- Finally, by ENERGY AVAILABLE

- three options at any moment
  - PREDEFINED WORK (takes discipline)
  - DEFINING (know ALL your work)
  - AS IT SHOWS UP (can lead to the urgent trap)

- 50,000+ feet (life)
- 40,000 feet (3-5 year visions)
- 30,000 feet (1-2 year goals)
- 20,000 feet (areas of responsibility)
- 10,000 feet (current projects)
- RUNWAY (current actions)

**Feeling Too Much Stress?** Which one of these will help you get more clear and complete?

- Always have a collection tool close by
- Only use your inboxes as your inboxes; don't use your entire office, house, briefcase or car
- Decide Outcomes & Next Actions as soon as things show up
- Do most 2 min. actions immediately if you plan to ever do them at all
- End meetings by clarifying outcomes, deciding Next Actions, and who's responsible
- Don't allow slips of paper & meeting notes to sit unprocessed

- Use your calendar only for things that absolutely have to get done that day
- List actual Very Next Actions, not vague, undoable "stuff" or Projects in disguise
- Put ALL your multi-step open loops on your Projects list
- Use and trust your lists to remind you, not your Project support materials
- Do your weekly review ... weekly
- Review your higher altitudes for Outcomes and Next Actions