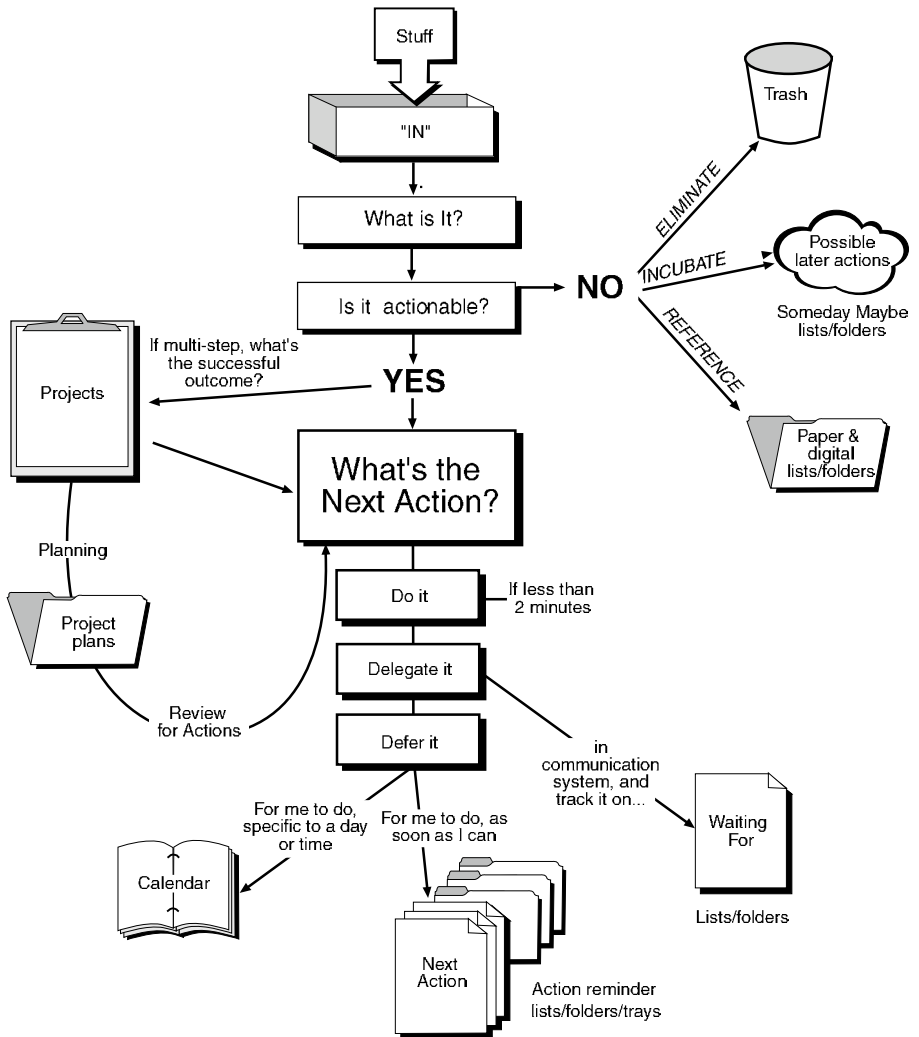


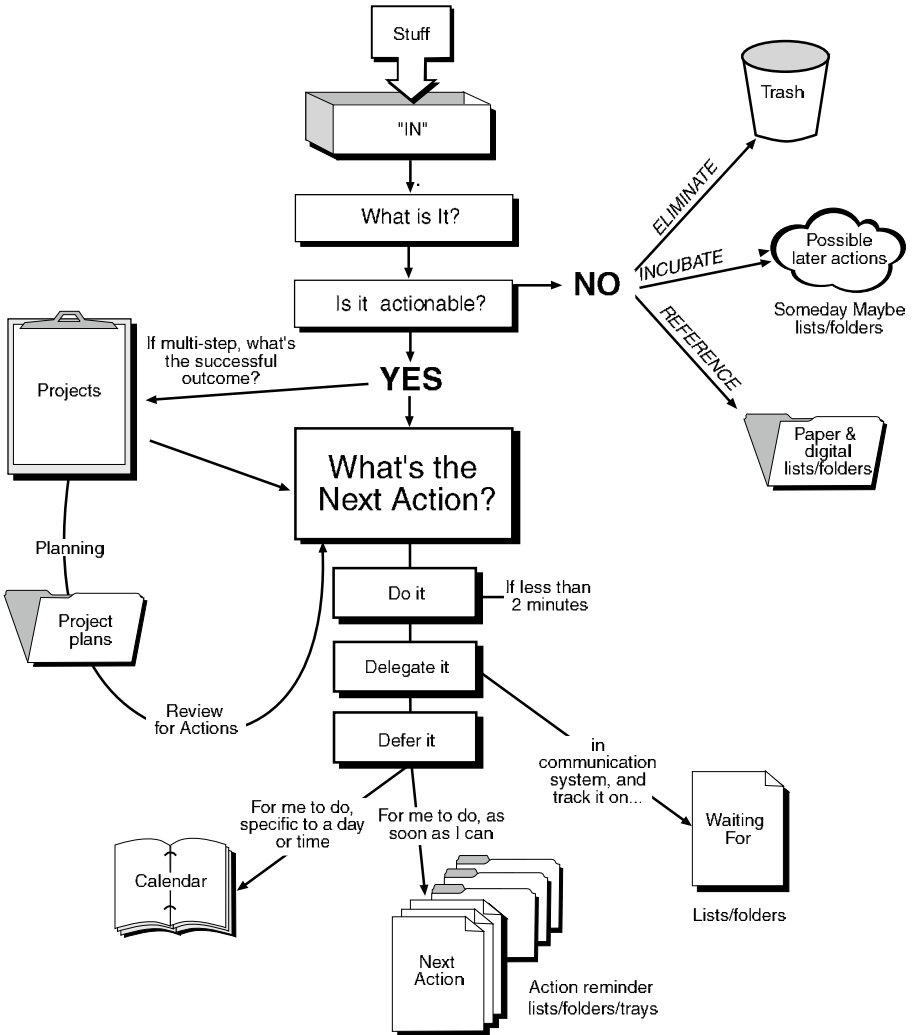
# Getting Things Done

by David Allen



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by David Allen



# STUFF

## COLLECT

everything, outside your head



# STUFF

## PROCESS

in-to-empty early, quickly & regularly

300 – 400 times a day

:10 – :40 seconds each (GET FASTER)



What is it? Is it actionable?

**NO**

**YES**

**1 What is the successful Outcome?**

What will have happened when this can be checked off?

Describe it in past tense. **More than one step? It's a Project!**

**2 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!*

**OR Delegate** *Are you really the best person to do this?*

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

## ORGANIZE

the results of your thinking

**NO** action now



**YES** actionable, but deferred



Support materials



( ) indicates location  
1 - 5 travel folders

## REVIEW

as often as needed to keep your head empty

Daily



LOOSE "STUFF" & MEETING NOTES

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**  
Then, by **ENERGY AVAILABLE**  
Finally, by **PRIORITY**

**OR**

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

**OR**

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

# STUFF

### COLLECT

everything, outside your head

MIND SWEEP	MOVE CLOSER	1 per	PUT ALL "IN"
------------	-------------	-------	--------------

# STUFF

## PROCESS

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NEVER BACK "IN"



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OR

**Delegate**

Are you *really* the best person to do this?

OR

**Defer**

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

## ORGANIZE

the results of your thinking

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Support materials



computer hard drive ( ) indicates location



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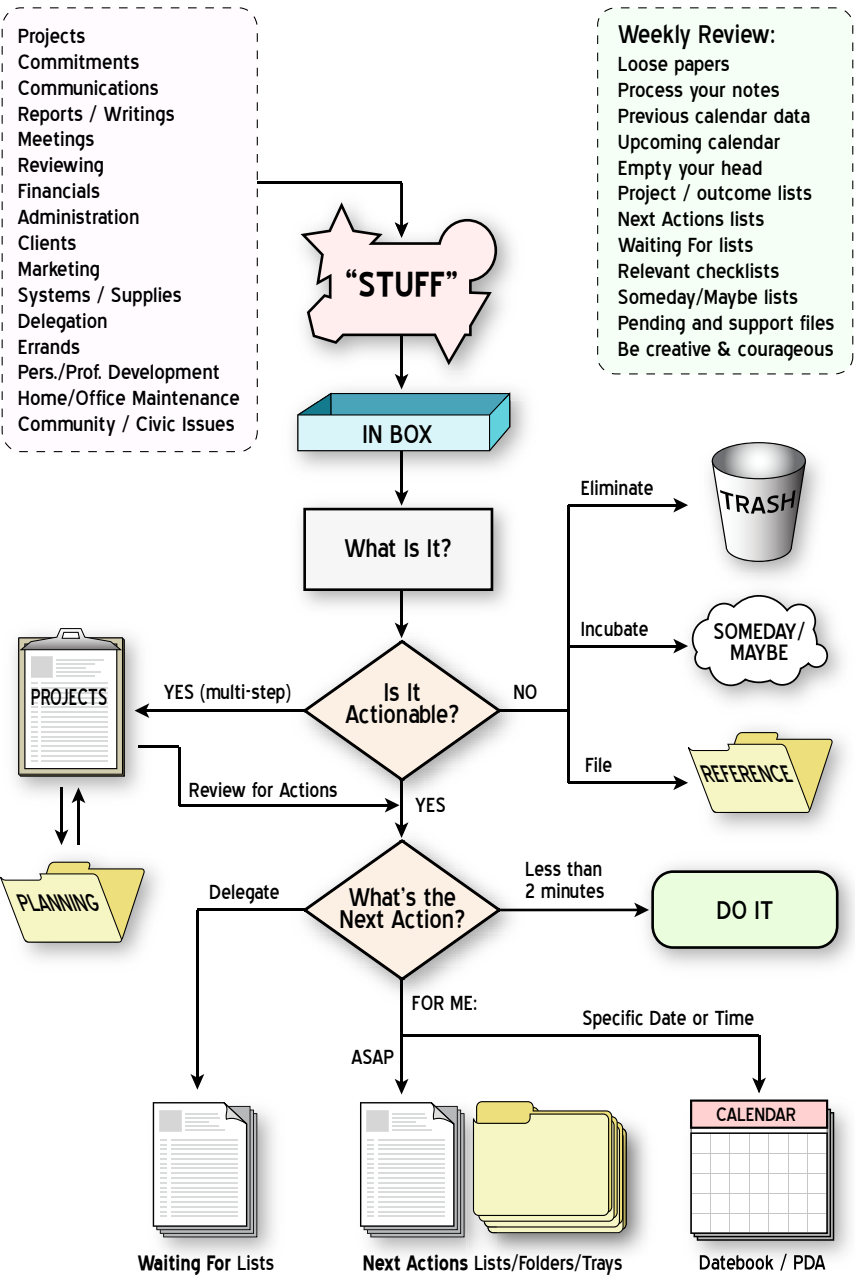
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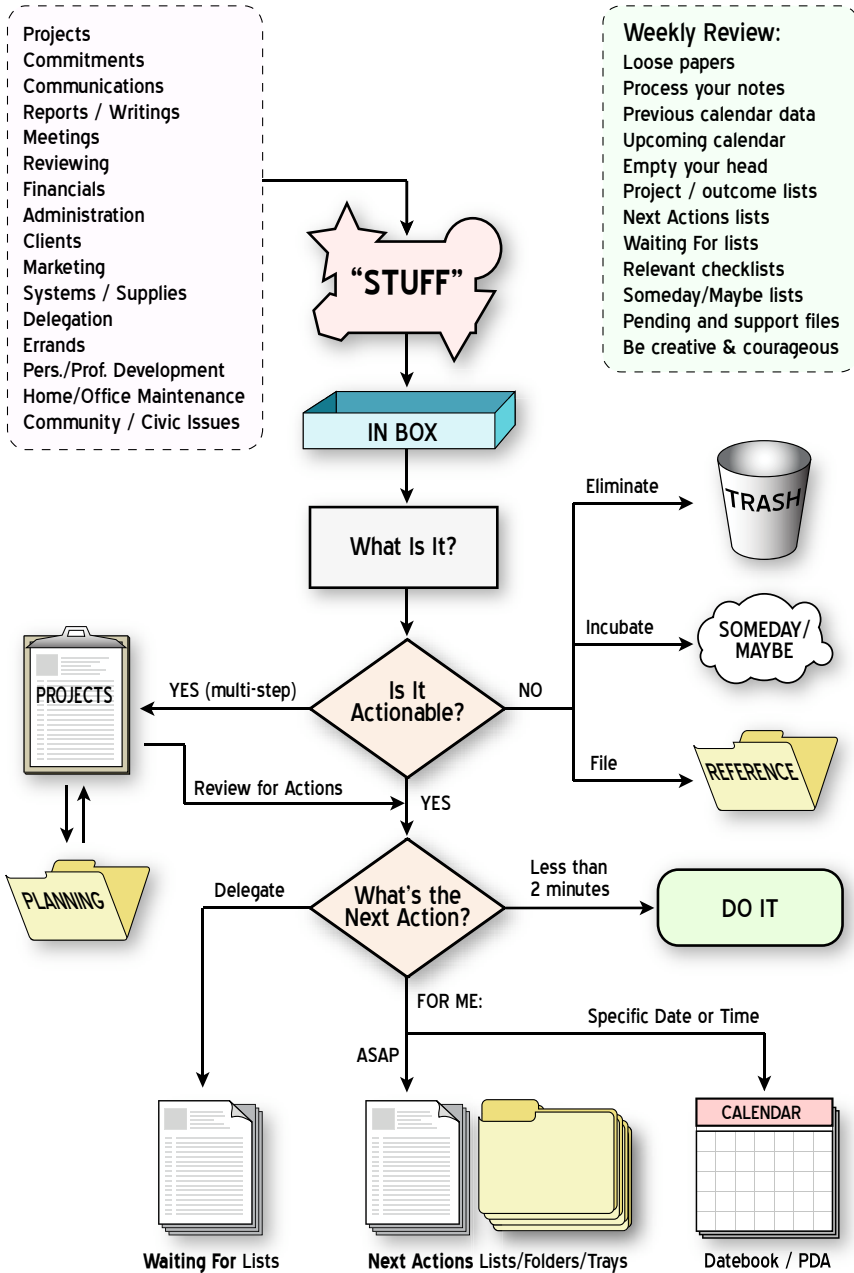
# Getting Things Done

Quick Reference



# Getting Things Done

Quick Reference



## Weekly Planning

1

### Connect with Mission

- ⇒ Review your vision and mission statements
- ⇒ What's most important?
- ⇒ What gives your life meaning?
- ⇒ What do you want to be and do in your life?

2

### Identify Roles

- ⇒ Decide upon the roles for the week
- ⇒ Fill in roles in Covey weekly planning form
- ⇒ Review personal development objectives, fill in **Sharpen the Saw**

3

### Select Q II Goals per Role

- ⇒ Use Covey Quadrant form and allocate tasks
- ⇒ Select QII tasks matching **Inner Compass**
- ⇒ Fill in QII tasks beside each role in Covey weekly planning form

4

### Create Week's Framework

- ⇒ Lay out specific appointments, deadlines and time-dependent tasks in Calendar
- ⇒ Allocate QI and QII tasks in Actions, Calendar, setting priorities

## Daily

5

### Integrity in the Moment

- ⇒ At beginning of each work day:
  - ➔ Preview the day
  - ➔ Prioritize actions
  - ➔ Use "T planning" → time-sensitive tasks
- ⇒ Concentrate on importance over urgency
- ⇒ Follow your Inner Compass in each decision

## Review

6

### Evaluate at Week's End

- ⇒ What goals were achieved?
- ⇒ What challenges did I encounter?
- ⇒ What decisions were made, and how effective were they?
- ⇒ Did I follow my Inner Compass and keep first things first?

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