Productivity Tips:

Doing less to get more done.
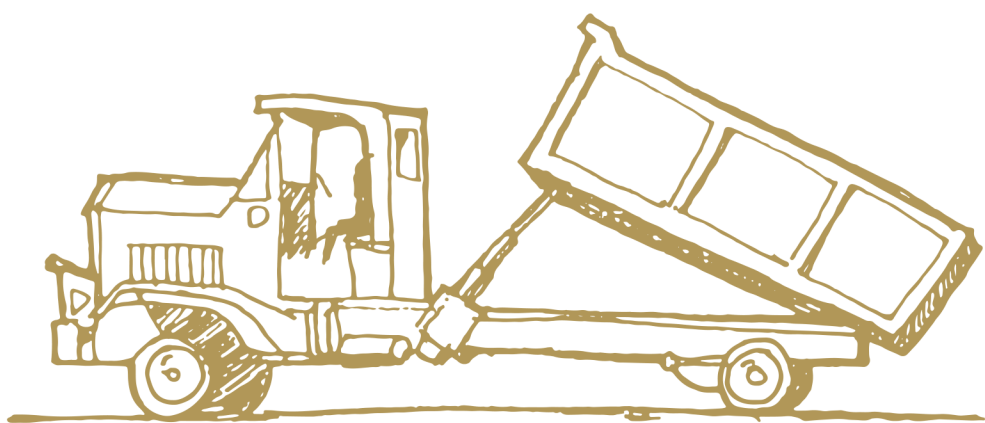
Get Things Done (GTD)

What is GTD?

Getting Things Done aka GTD is an approach from David Allen that manages tasks, projects, commitments with minimal stress. It's core is a trusted system that gets all work out of your mind, into view, organises them and regularly reviews progress.

How do you do it?

1. Capture Everything

Collect all your tasks, commitments, ideas, projects, things you want to do and put them into a collection tool. This needs to be an easily accessed storage location (physical or digital or both) that is the "dumping ground" for any work or activity you need to do.

2. Clarify

Review the collected items and ask "is this actionable?" If the answer is no then either trash it, incubate it, or file it. If "yes" then Organise it.

3. Organise

Put everything in it's place. There are 5 places for things to go:
1. Next Actions - Tasks that can be done in a single step
2. Projects - Work that requires more than one step
3. Waiting For - tasks that are dependent on someone else
4. Someday/Maybe: future tasks that are interesting
5. Reference: Information that might be useful in the future but does not require a current action
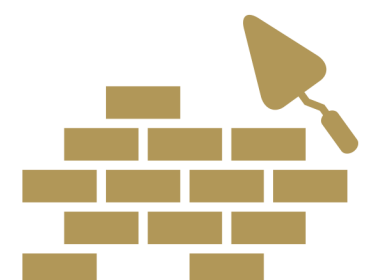
4. Review

Keep the system current by doing regular reviews. Review daily, weekly and monthly. Don't skip the reviews, don't let anything slip through the cracks.
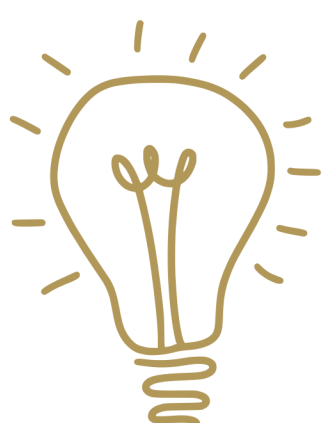
5. Engage

Take confident action. Get going and get the Next Actions done! Plan your time for each type of work that needs to be done. Make the decisions about what to do next quickly and easily.

Pro Tip:

Creating a System of Work allows a repeatable, refinable pattern of behaviours to be developed. You can get into the "habit" of GTD!

Links:

- Link this with Batching Tasks by tool or type to maximise the impact.
- Couple this with Time Blocking for regular sessions of maximum impact.