

Getting Things Done

Master Workflow

Follow Getting Things Done (GTD) 5 stages of mastering workflow:

1. Capture ideas, tasks, plans, everything
2. Clarify – task, project, or reference
3. Organize everything into “buckets”
4. Review frequently
5. Engage in the work

Discuss:

- Have you tried the GTD workflow?

Make Mental Room

- Clear your head (*Capture*) regularly to reduce stress
- Add new items to inbox
- Delegate when appropriate
- Consolidate inboxes (digital and/or physical)
- Review calendar daily & inbox daily or weekly
- Schedule specific times to do each item or “bucket”

Discuss:

- What are your favorite calendaring tools?

More Productivity

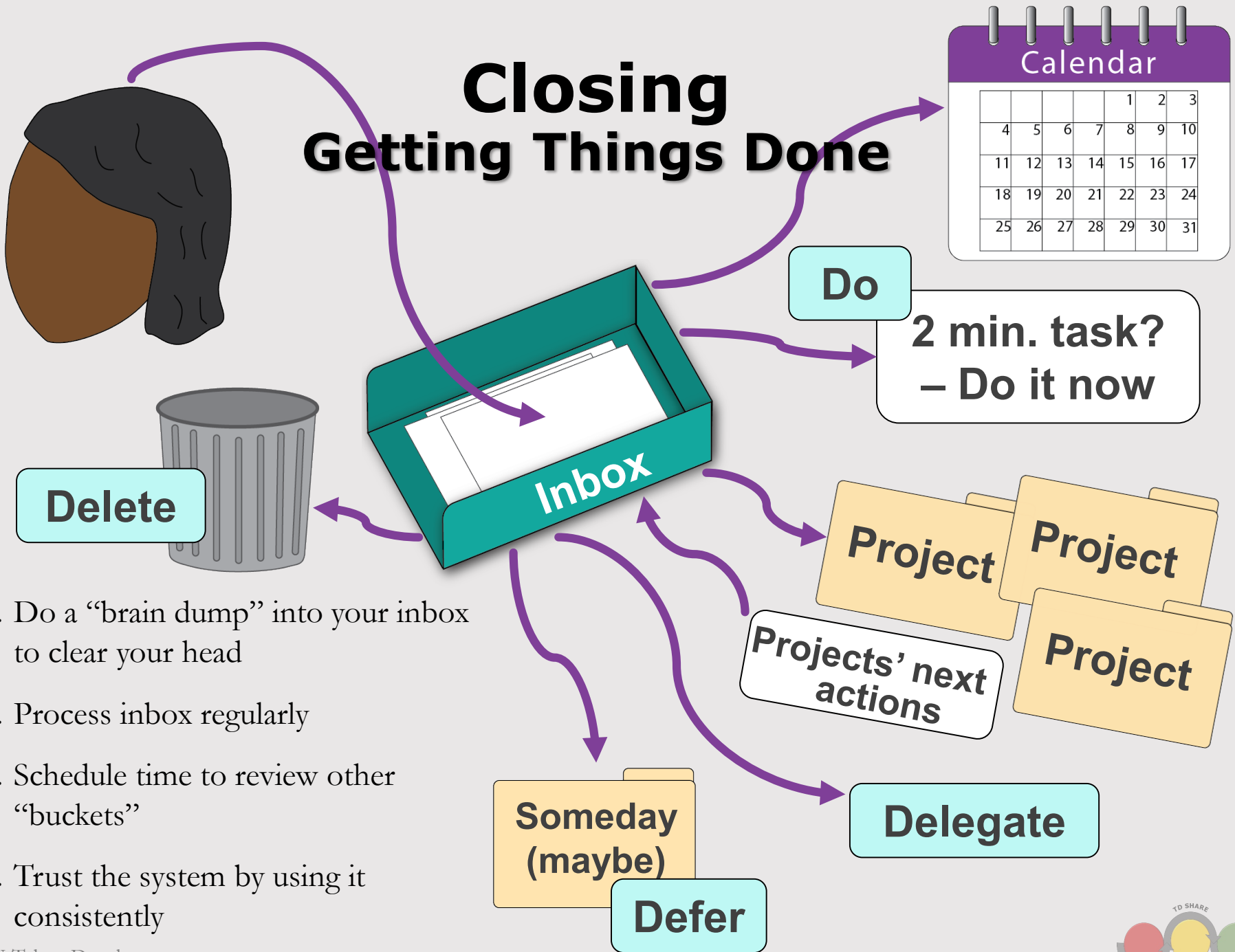
- Keep your workspace and email organized
- Group tasks by location, time of day, person
- Process 2-minute items immediately
- Do one task at a time; prioritize if desired
- Keep a someday/maybe folder to maintain focus (review it weekly)

Discuss:

- What does being in “the zone” look like for you?



Closing Getting Things Done



1. Do a “brain dump” into your inbox to clear your head
2. Process inbox regularly
3. Schedule time to review other “buckets”
4. Trust the system by using it consistently



Resources: Getting Things Done

LinkedIn Learning

- Getting Things Done (~30 minutes) <https://www.linkedin.com/learning/getting-things-done/benefits-of-getting-things-done?u=50844473>
- Ways to get in “the zone” and get things done (~ 3 minutes) <https://www.linkedin.com/learning/how-to-set-boundaries-and-protect-your-time/ways-to-get-in-the-zone-and-get-things-done?u=50844473>
- Getting things done (~ 5 minutes) <https://www.linkedin.com/learning/developing-executive-presence/getting-things-done?u=50844473>
- The Power of Lists to Get Stuff Done (~ 39 minutes) <https://www.linkedin.com/learning/the-power-of-lists-to-get-stuff-done/the-power-of-lists?u=50844473>

Online Sources

- The Art of Stress-Free Productivity: David Allen at TEDxClaremontColleges <https://www.youtube.com/watch?v=CHxhjDPKfbY> (~ 22 minutes)
- 6 Tips to Getting Things Done in 2020 <https://www.nytimes.com/2019/12/24/smarter-living/6-tips-to-getting-things-done-in-2020.html>



More Resources: Getting Things Done

More Online sources

- Getting Things Done (GTD) Systematize the clutter in your brain and get things done <https://todoist.com/productivity-methods/getting-things-done>
- 17 Tricks To Get More Things Done During the Work Day <https://www.entrepreneur.com/article/282866>
- Bill Gates Relied on these Three Tactics for eMail Productivity <https://www.independent.co.uk/life-style/bill-gates-microsoft-email-time-productivity-efficient-tips-a8410376.html>

JMU Talent Development Resource Collection Books

- *Getting Things Done: The Art of Stress-Free Productivity* ©2016 by David Allen
- *The Future of Happiness: 5 Modern Strategies for Balancing Productivity and Well-Being in the Digital Era* ©2017 by Amy Blankson
- *Smarter Faster Better: The Transformative Power of Real Productivity* ©2017 by Charles Duhigg
- *The Science of Overcoming Procrastination: How to Be Disciplined, Break Inertia, Manage Your Time, and Be Productive. Get Off Your Butt and Get Things Done!* ©2018 by Patrick King

