**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?
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

Projects’ next actions

Dear

Someday (maybe)

Defer

Delegate

Do

2 min. task? – Do it now

Calendar

Getting Things Done

Inbox

Delete

Project

Project

Project
Resources: Getting Things Done

LinkedIn Learning

• 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)
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](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](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](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
- *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