gtd®

GETTING THINGS DONE®

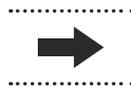**YOUR MIND IS FOR HAVING IDEAS, NOT HOLDING THEM.™**
– David Allen

01 CAPTURE
COLLECT WHAT HAS YOUR ATTENTION

Use an in-tray, notepad, or digital device to capture 100% of everything that has your attention. Little, big, personal and professional—all your to-do's, projects, things to handle or finish.

WORST
PRACTICE

➡

BEST
PRACTICE

Keeping It In Your Head

Getting It Out Of Your Head

Notes

02

CLARIFY
PROCESS WHAT IT MEANS

Take everything that you capture and ask: Is it actionable? If no, then trash it or file it as reference or for later review. If yes, decide the very next action required. If it will take less than two minutes, do it now. If not, delegate it if you can; or defer it to do as soon as you can. If it has a multi-step outcome, identify the project.
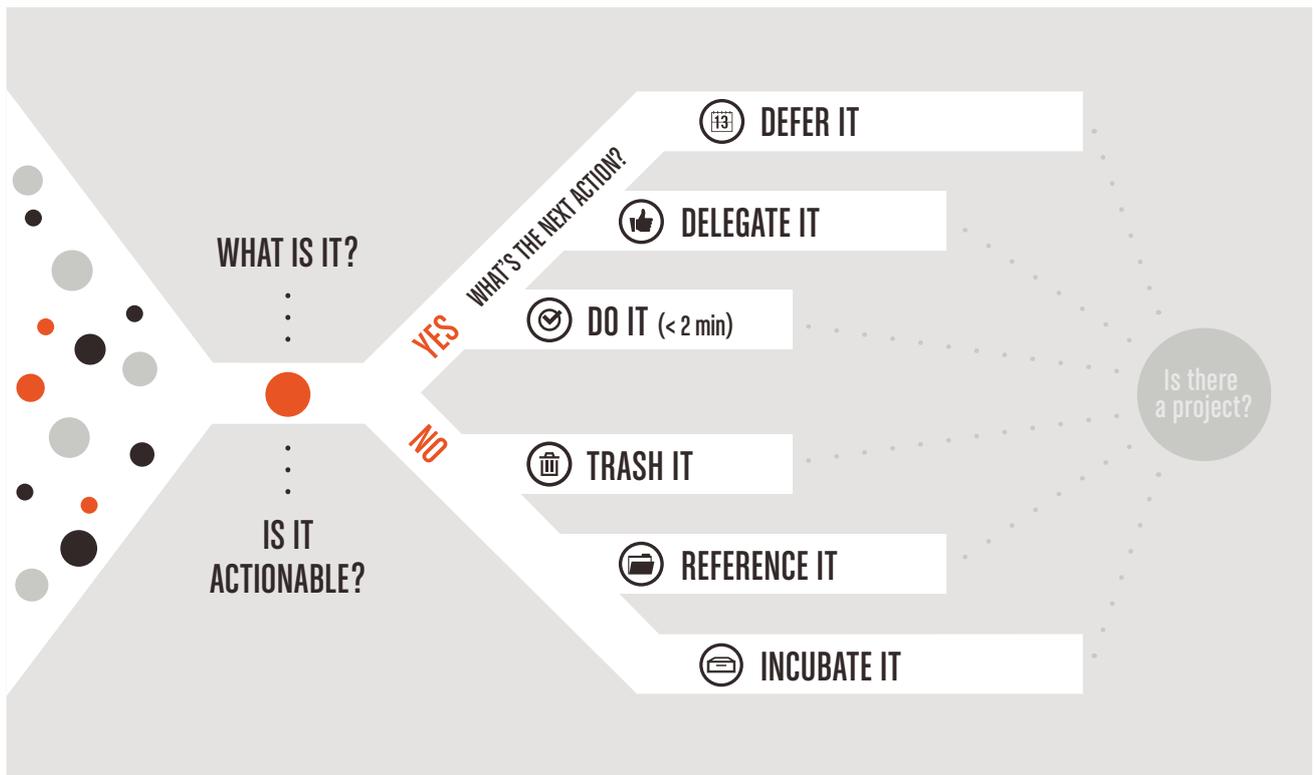
WORST
PRACTICE

➡

BEST
PRACTICE

Decide When It Blows UP

Decide When It Shows Up

Notes

02 | CLARIFY
PROCESS WHAT IT MEANS

WHAT IS IT?

IS IT ACTIONABLE?

WHAT'S THE NEXT ACTION?

YES

NO

📅 DEFER IT

👍 DELEGATE IT

☑ DO IT (< 2 min)

🗑 TRASH IT

📁 REFERENCE IT

📥 INCUBATE IT

Is there a project?

Notes

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03 | ORGANIZE
PUT IT WHERE IT BELONGS

Create Next Actions list(s). Sort them into categories if it makes sense.
For example—calls to make, errands to run, emails to send, etc. Create Projects list
to hold multi-step outcomes.

WORST PRACTICE ➡️ **BEST** PRACTICE

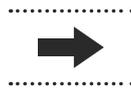Huh? Blended Stacks   Clear Categories

Notes

04 | **REFLECT**
REVIEW FREQUENTLY

Look over your lists as often as necessary to determine what to do next. Do a weekly review to clean up, update your lists, and regain focus.

WORST PRACTICE ➡ **BEST** PRACTICE

Reacting to Latest and Loudest   Utilizing Orienting Reviews

Notes

5

05 | ENGAGE
SIMPLY DO

Use your trusted system to take appropriate actions with confidence.

WORST
PRACTICE

➡

BEST
PRACTICE

The Busy Trap

Make A Trusted Choice

Notes

CAPTURE AND CLARIFY

WHAT HAS YOUR ATTENTION?

NEXT ACTION

OUTCOME / PROJECT