

## GETTING THINGS DONE®: A PATH TO PERSONAL PRODUCTIVITY

(OFFERED IN EXCLUSIVE PARTNERSHIP WITH THE DAVID ALLEN COMPANY)

### Overview

Is your *work managing you* or are you *managing your work*? Would you like to feel more in control of your professional and personal responsibilities? In our daily lives we get flooded with information and disruptions, which can overwhelm quickly. Trying to organize this information can be a daunting task—projects and priorities get off track, deadlines are missed and days are spent dealing with the overload and interruptions rather than getting work done.

*Getting Things Done: A Path to Personal Productivity* is a program like no other! This energetic program teaches you a simple thought process that you can immediately apply to current work at hand allowing you to increase your personal productivity. You learn a systematic, five-phase approach to dealing effectively with the incoming “stuff” of your life. Leave feeling energized to “get things done.” People who have attended this seminar have left with an increased sense of relaxed, focus control—and able to get things done personally and professionally.

### By the end of the program you will be able to:

- Practice a powerful yet intuitive approach to getting things done
- Process information, requests, mandates, commitments and other everyday stress with focus, flexibility, and finesse
- Apply this disciplined approach to any system whether paper-based or electronic, efficiently and reliably

### Results

- Gain significant time and energy for more creative, strategic, and personal endeavors
- Get and keep your in-box, e-mail, and voicemail at zero
- Gain more control and focus at any time with a powerful set of work flow techniques
- Manage communications and transactions seamlessly
- GTD® folders and templates

### Benefits and outcomes

- Capture anything and everything that you need to get done into a logical trusted system
- Define actionable items discretely into outcomes and concrete next actions
- Organize information in the most streamlined way, in appropriate categories, based on how and when you need access
- Apply methods and practices to keep your system reliable and leak proof

## Program Curriculum

### 1: Introduction

- The GTD Methodology
- The Productive Experience
- Five Phases of Mastering Workflow Model
- Horizons of Focus Model

### 2: Collect

- The Completion Cycle
- Creating a “mind sweep” of what has your attention
- Managing commitments
- Types of collection tools

### 3: Process and Organize

- The Workflow Processing and Organizing Diagram
- Processing the “mind sweep”
- Defining Action List Categories
- Support materials

### 4: Review and Do

- Get Current, Get Clear, Be Creative
- Procrastination
- How to decide what to do
- Critical Success Factors

### 5: GTD Implementation

- Setting up and working your system
- Implementation Ideas
- Best Practices
- The David Allen Company Resources
- Linkage, Inc. Resources

#### Support Kit:

- GTD Templates
- “Getting Things Done: The Art of Stress Free Productivity” by David Allen

Linkage Training Programs are approved by the following organizations

