Getting Things Done® Fundamentals and Implementation Workshop

Getting Things Done® (GTD®) is David Allen's proven path for getting in control of your world and maintaining perspective in your life.

GTD is different from all the initiatives/training for time management and organization, in that it is a total work-life management system that transforms overwhelm into an integrated system of stress-free productivity.

This first level in the Mastering Workflow Series builds the foundation for you to put GTD® into play - at work, at home, and in everything you do. You'll learn critical principles and techniques for gaining and staying in control, day to day.

The key result on this level is *stability*.

There are two components to build your success at each level in the series–the Course and the Implementation workshops.

Day 1: Fundamentals Course

This course includes engaging lectures, clever animated videos sharing the best practices, hands-on exercises, group discussions, and trainer demonstrations.

This course instils the critical distinctions of the five steps of workflow mastery: capture, clarify, organize, reflect, and engage. It focuses on the need to capture all potentially meaningful inputs into trusted tools, the executive decisions required to clarify what those captured items mean and generate actions and outcomes, the primary and discreet categories for organizing information and reminders, the process for consistent orientation reviews of life and work, and how to optimize your system to make priority choices.

What's Covered in the Course

- Capturing "stuff" into external cognition
- Processing "IN" to empty consistently
- Applying the two-minute rule
- Making decisions when things show up vs. when they blow up
- Tracking actions contextually vs. unworkable daily to-do lists
- Best practices for handling email
- Delegating and tracking deliverables, avoiding "open loops"
- Creating a functioning reference system
- Breaking through procrastination
- Managing priorities effectively

Day 2: Implementation Workshop

The Installation and Implementation workshop is a dynamic way to ensure graduates of the Fundamentals Course are well-equipped to build and maintain trusted systems and make the most of their investment in learning the Getting Things Done® methodology.

Please note implementation of GTD does not require any software installation, but is implemented using a list manager, paper or electronic.

What to expect: Participants can expect to make some real progress in the implementation of GTD for Email, Calendar, Tasks and Projects. Requires participants to have live access to their email and calendar.

- **Email:** Handheld workshop for structuring email according to best practices for GTD, with live demonstration, leading participants through handling their own personal backlog and structuring email.
- **Calendar:** This workshop covers best practices for calendar management, three-fold nature of work and includes live demonstration.
- **Tasks and Projects**: This workshops allows participants to set up their GTD system for tasks and projects and start populating them.
- **Populate** your GTD System
- **Apply** the Five of Phases Workflow

Guided Weekly Review One week later, we will conduct a Guided Weekly Review. Typically delivered as a webinar one week after the course, this is handheld walkthrough of the 11 steps of the weekly review. Participants need live access to their Calendar, Tasks and Projects to be able to do their weekly review.

Support after the course: The two-day course comes with a support for 3 months with any queries attendees may have while implementing the system. Our aim is to enable everyone attending our course thrive by applying this great methodology.

Alumni Group: Complimentary membership to GTD Alumni Group.

Course Materials
- Detailed workbook, with information and examples on the concepts presented in the course
- Jumpstart Booklet to use as a starter system for tracking projects and actions
- Methodology Guides, which summarize the key GTD models
- Getting Things Done: The Art of Stress-Free Productivity book

What to Bring
Day 1: All training materials will be provided.

Day 2: Participants will need to bring their Course workbook, Jumpstart booklet from Day 1 and their computer/devices so they can install their own GTD system for Email, tasks and projects.