

AN INTRODUCTION TO GETTING THINGS DONE®

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Organization 6920



COLLECT

PROCESS

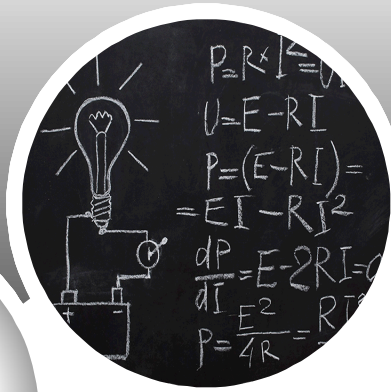
ORGANIZE

REVIEW

DO

- Introduction
- Why Getting Things Done (GTD)?
- The Workflow

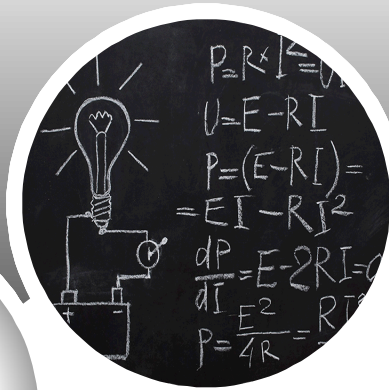
AGENDA



- This is only an introduction to GTD, not a substitute for the 8 hour introductory GTD class
- Please take the David Allen Company classes!
- This my interpretation and implementation of the GTD workflow

A DISCLAIMER

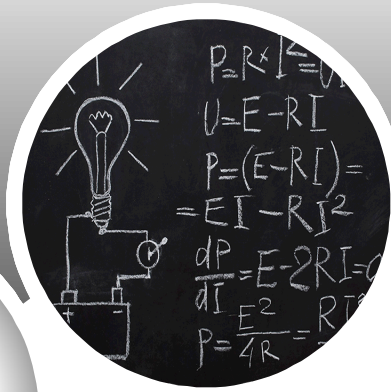




- New demands at home and at work, and insufficient resources to address these demands
- Our jobs and our home life will continue to evolve
- Old models and past habits are insufficient to get everything done...

WHY GTD?



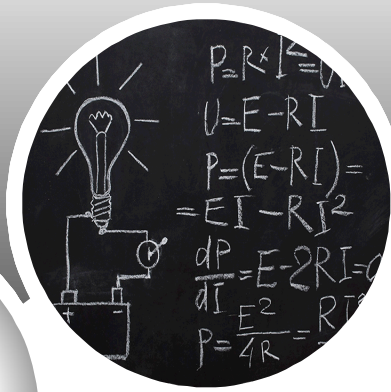


- The idea with this method is to have “relaxed control” over your life, (David Allen)
- Capture all the things that need to get done, put them into a system, and out of your brain
- Have a plan to prioritize tasks and to think about next actions

WHY GTD?

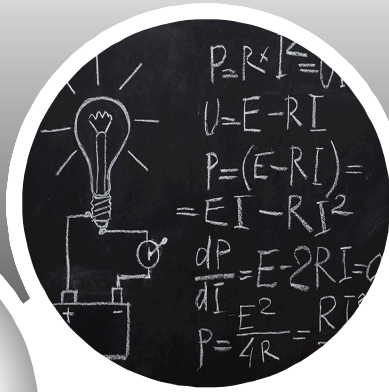






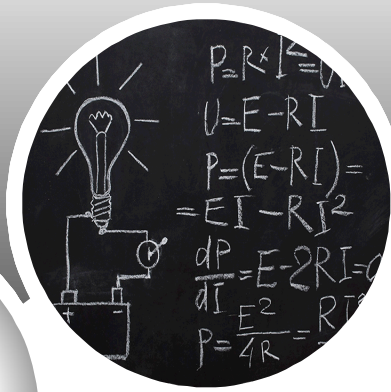
*Write down all the actions, tasks
and projects you are currently
thinking about about...past,
present, and future.*

EXERCISE



How many actions, tasks and projects did you capture?

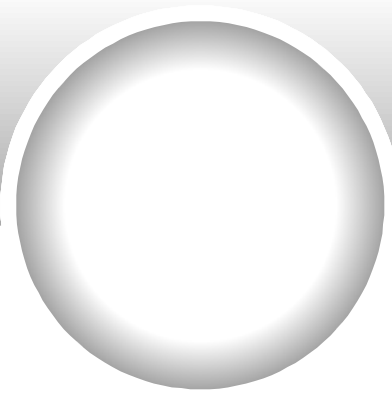
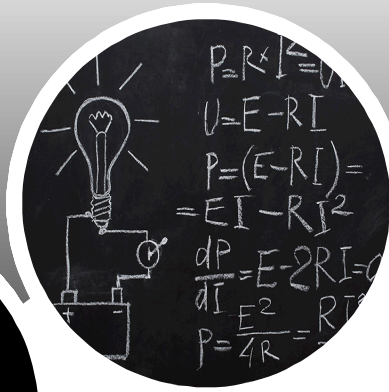
EXERCISE



- Collect
- Process
- Organize
- Review
- Do

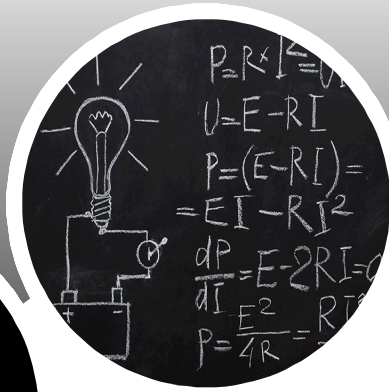
THE GTD WORKFLOW

COLLECT



STEP 1: COLLECTING

COLLECT



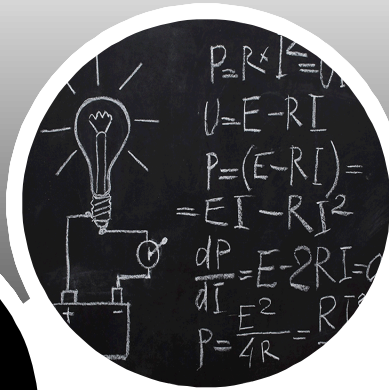
- What to collect...
- How to collect...



COLLECTING



COLLECT

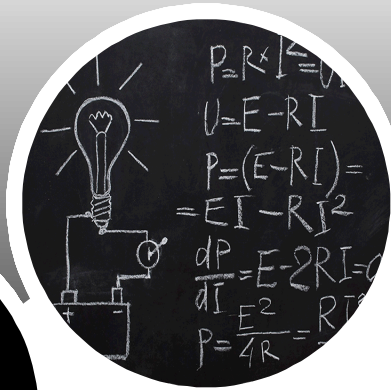


- In-basket
- Meeting notes
- Logbook
- Index cards
- Notepads
- Voicemail
- Email
- Digital devices
- Capture 100% of work and personal items
- To-do's, projects, things to handle or finish



COLLECTION TOOLS

COLLECT





PROCESS

STEP 2: PROCESSING



PROCESS

- “Item by item thinking” David Allen
- Everything that is captured must be either actionable, trashed, or put into collection buckets

PROCESSING





PROCESS

- If actionable:
 - Do (something that takes less than 2 minutes)
 - Delegate
 - Defer
- If not actionable, trash or collect in a system

PROCESSING



PROCESS

- New project? Put on project list
- Define next action of the project, e.g., write a project charter
- Define the desired outcome of the action

PROCESSING

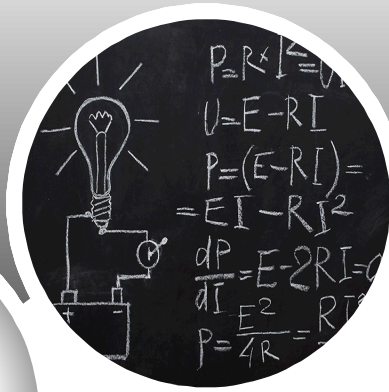


PROCESS

- Writing a robust action statement
 - Call Bill on 11/10/15 about a lunch date next week
 - Write the project charter and send to Wayne by 11/20/15

PROCESSING

ORGANIZE



STEP 3: ORGANIZING



ORGANIZE

- Logically organizing all the tasks and projects you collected
- Define a system and tools
- Include a reminder system

ORGANIZING



ORGANIZE

- My actions and projects go into a system of projects and stand-alone actions
 - Personal projects
 - Work projects
 - Actions
- Maintained on OmniFocus and Outlook

ORGANIZING



ORGANIZE

- I add action, task and project sub-categories as needed, such as home chores, tasks for boss, documents to read soon
- And sub-categories as needed

ORGANIZING



ORGANIZE

- Buckets for collection items:
longer-term goals, vacation
ideas, famous quotes, things
to read someday

ORGANIZING



ORGANIZE

- Reminder Systems
 - Automated dates
 - Task reminders
 - Review of systems

ORGANIZING

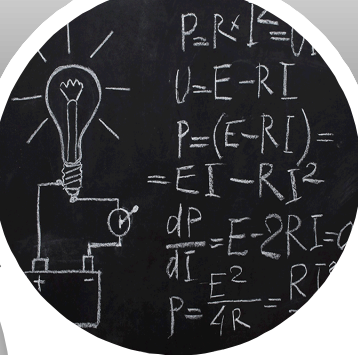


ORGANIZE

- Suggestions:
- Capture in a dedicated system, your system.
- Clarify exactly what the project, commitment or action is...
- Keep reminders in your system

ORGANIZING

ORGANIZE



Exercise Marketing/Promotion

IAEA

GTD Training

Fun

Monthly ICE Meetings

Health

Read/Review

Sales

Clients

DHS NPPD

Center

Software Training

UMass Lowell

Waiting for

Travel

Staff

University Collaborations

Expenses SMU Projects

Ideas

GTRI

NISAC

Communications

Communications to Make/Get

Home

Meetings

HPS/HP Journal

Division Capabilities

Cyber Security

Financial

ES&H

Grief Center

Legal HR

Performance

Organizational Development

Clothes

Transportation

ABHP

Professional Development

Planning/Organizing

Space

Checklists

Family Vacation

Inspirations

Purchases

DHS S&T Resilience

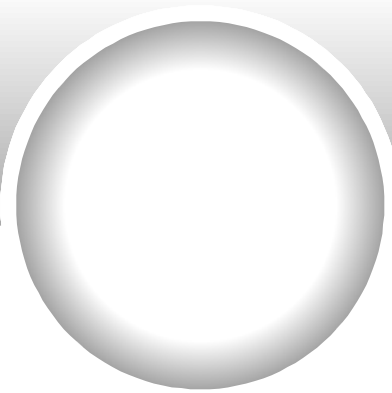
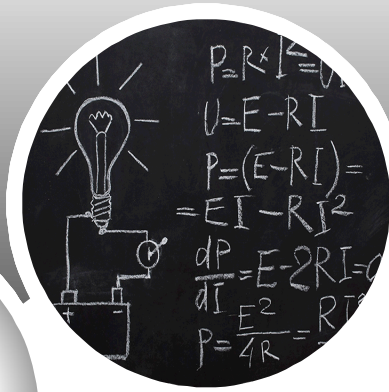
Training

Sandia Resilience Program

Chores/Errands

Administration

MY PROJECTS



STEP 4: REVIEWING



REVIEW



- Important dedicated time to review projects and tasks
- Step-by-step thinking and reflecting on your tasks, projects and due dates
- I dedicate a scheduled time to perform reviews
 - What still needs to be done?
 - Prepare for next week

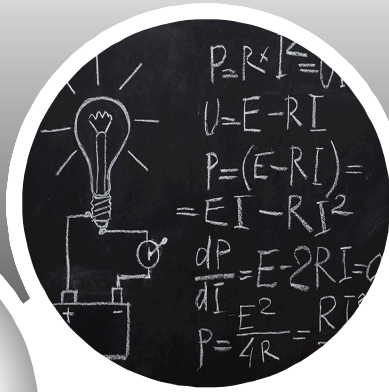
REVIEWING



REVIEW

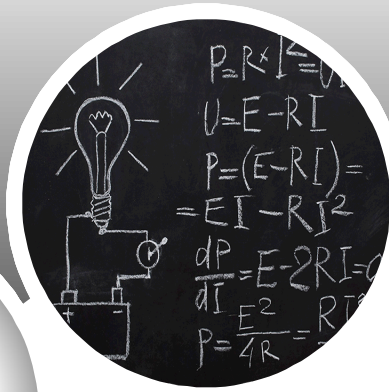
- Review your action list frequently to determine what to do next.
- Perform a weekly, monthly, quarterly and annual review of your lists.
- “In box” zero concept

REVIEWING



DO

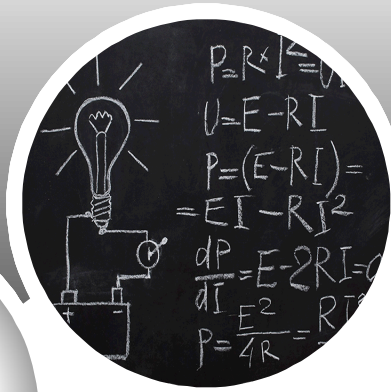
STEP 5: DOING



- Lots of hard to work to collect, process, organizing and reviewing.
- Now, do your actions, tasks and complete projects

DOING





DO

- Doing your actions, tasks and projects
- Contexts (i.e., tools needed)
- Time available
- Energy available
- Priority

DOING



KEEP
CALM
AND

GET THINGS DONE