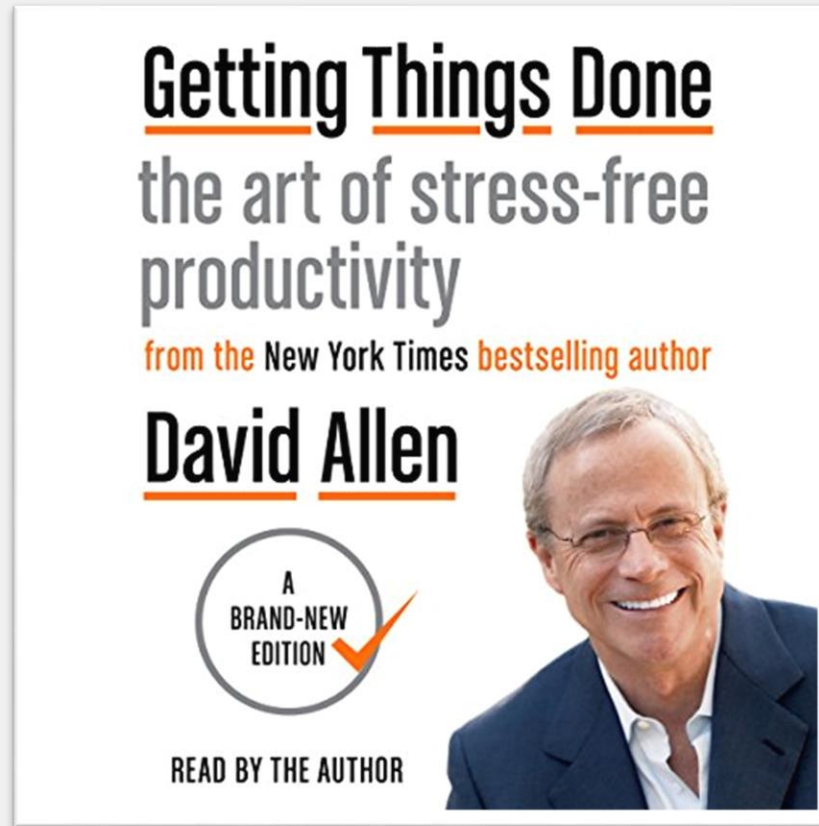# GTD workshop

Helsinki self-improvement meetup

10/09/2020

Jose Maria Echave Sanz

- Data curious

- I enjoy: Gastronomy, learning, beer conversations, craft beers

- Disclaimer: I am not a GTD expert, just sharing what I have learned after multiple failures

What to expect?

This is an introduction to GTD concepts
not a strict interpretation of the book
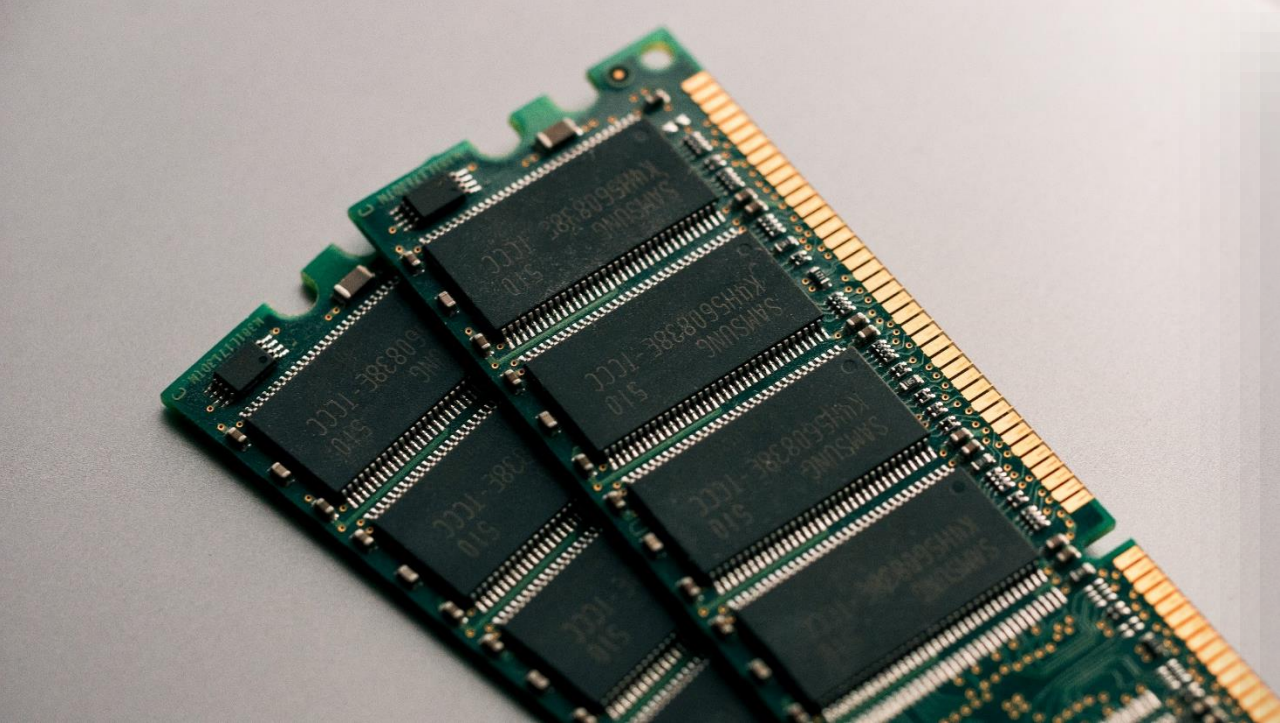
Adapt it to so it works for **you**

Firefighting

- **Open your email, react on the most important**

- Somebody reminds you to do something, jump from one task to another

- **Take back control!**

Open loops

Our brain tries to keep up by **reminding us** about things we shouldn't forget, taking brain bandwidth. And causing stress

1st Brain

- Our memories are limited
- Forgetting is painful
- Brains are good at connecting
- Like the RAM, keep just enough in brain for task at hand
- Brain should be a focus tool, not a storage tool.

2nd Brain

- Remembering is valuable
- Computers are good at remembering
- Like a hard drive, where everything else is stored digitally/analogically

"Most people's productivity system consists of incomplete lists of unclear things"

David Allen

Steps of
GTD

1.- Capture

All the tasks go to ONE place,

Inboxes.

Exercise: Tacking the incomplete list

Write 10-20 open loops in your mind

Take a paper and think of as many tasks as you can.

Don't overthink it, just write them down.

Where to look/think

Your mind

Calendar

Agenda

Wallet

Desktop, downloads

Errands

Home, what to fix

Birthdays/anniversaries

Waiting for

Projects to be started

9

Steps of
GTD

2.- Clarify

1.- Capture

What is the action?

What is the next action
required?

Clarify: Task design

How can this task be designed in a way that is more likely to reach completion?

Rule of thumb: If you see the same task for two days or more, change it:

- Change the verbs

- Make it more specific, needs to be actionable.

- Is it necessary?

  - Why are you not doing this? **Be honest to yourself**

⛔	👍
Set meeting...	**Send doodle** to Jim proposing meeting times
Decide on...	**Draft list** of vacation destinations to discuss w/ wife
Check out...	**Visit website** for Muir Woods opening hours
Organize...	**Buy containers** for kitchenware at BB&B
Follow up with...	**Call Jenny** about purchase order (867-5309)
Think about...	**Draft list** of pros and cons for moving apartments

Exercise: Clarifying the unclear

Rewrite the previous list as a next physical action

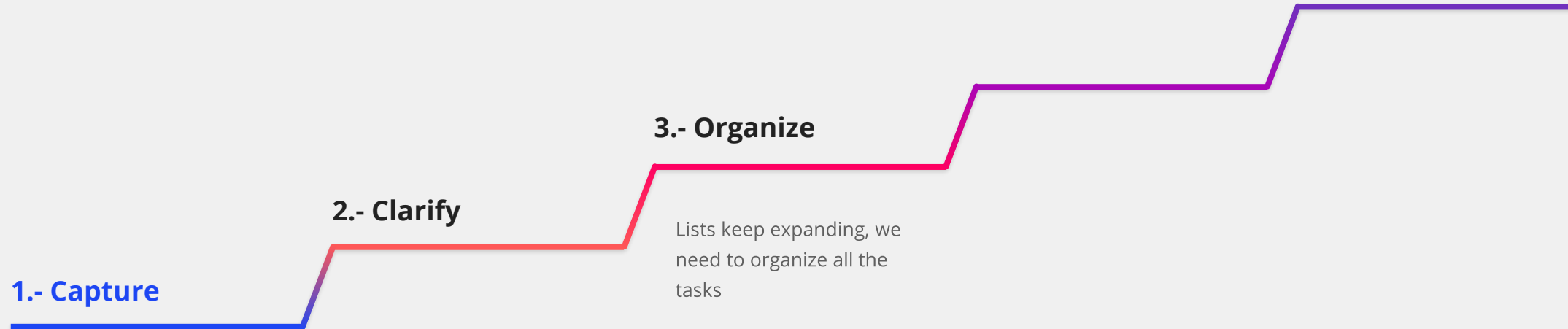"Keep changing your tasks until they become inevitable"

Tiago Forte

Is the task not actionable?

What can we do?

- Not actionable or valuable → Delete

- Might want it someday → Task manager (archive or someday/maybe folder)

- Non actionable but valuable → Save in notes app

Steps of
GTD

3.- Organize

2.- Clarify

1.- Capture

Lists keep expanding, we need to organize all the tasks

Projects

Most of our work can be divided into projects
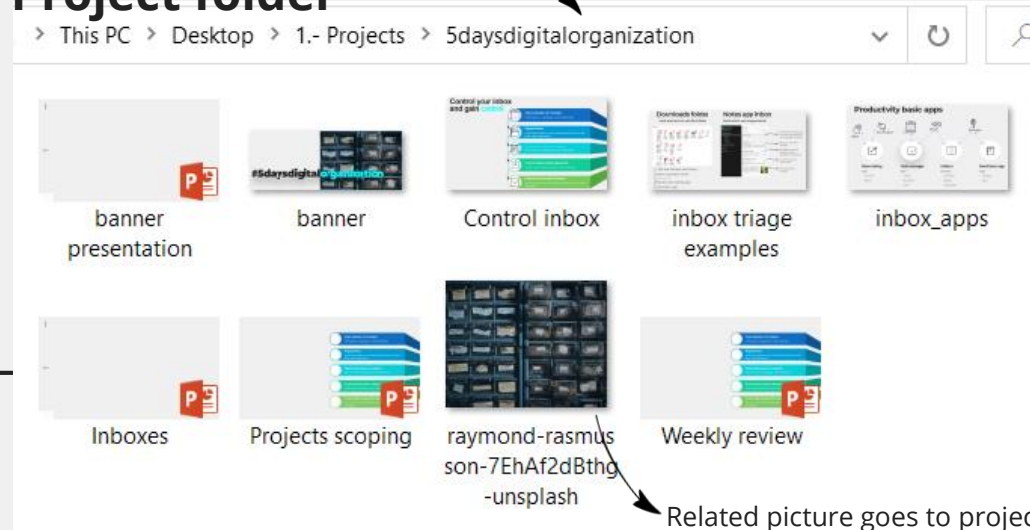
- GTD definition of project: "A project is anything we want to do that requires more than one action step" – David Allen

- Projects should have an end date

  - There are certain responsibilities that continue over time → Areas

	Project?	Area?
Installing new windows at home		
Managing your project team		
Career		
File taxes		

Projects

$$\underline{X} \; by \; \underline{Y} = \underline{Z}$$

Project name   Timeline   Outcome

Project folder

X

> This PC > Desktop > 1.- Projects > 5daysdigitalorganization

banner presentation

banner

Control inbox

inbox triage examples

inbox_apps

Inboxes

Projects scoping

raymond-rasmus son-7EhAf2dBthg -unsplash

Weekly review

Related picture goes to project folder, not pictures folder!

Notes app

X

New Note

#5daysdigitalorganization ▾

All Notes

Notebooks

[Inbox] (5)

1 Projects

#5daysdigitalorganization (6)

AWS PostgreSQL db (8)

BASB course (49)

6 notes

Search notes

Project scoping
#5daysdigitalorganization Day 4: Project scoping Projects are the backbone of our work, And by proje...
17 minutes ago

Weekly reviews (Maintaining your inboxes)
Your Weekly Review is your scheduled departure from chaos back into order. Inbox are a holding area. Idea...
Yesterday 13:51

Loom | Send a video. Not a th...
Loom | Send a video. Not a thousand words. https://www.loom.com Get y...
09/06/2020

2 Areas

3 Resources

4 Archives

Conflicting Changes

Shared with Me

Tags

Trash (517)

Intro
Chefs are trained in how to organize to deliver plates with speed and consistency. Yet, even is most mode...
09/06/2020

Concepts dump
Intro, why is important? He doesn't have a philosophy and system that w...
09/06/2020

Inboxes
Day 2: How do you control the open loops? There is a lot of information that comes from many different ...
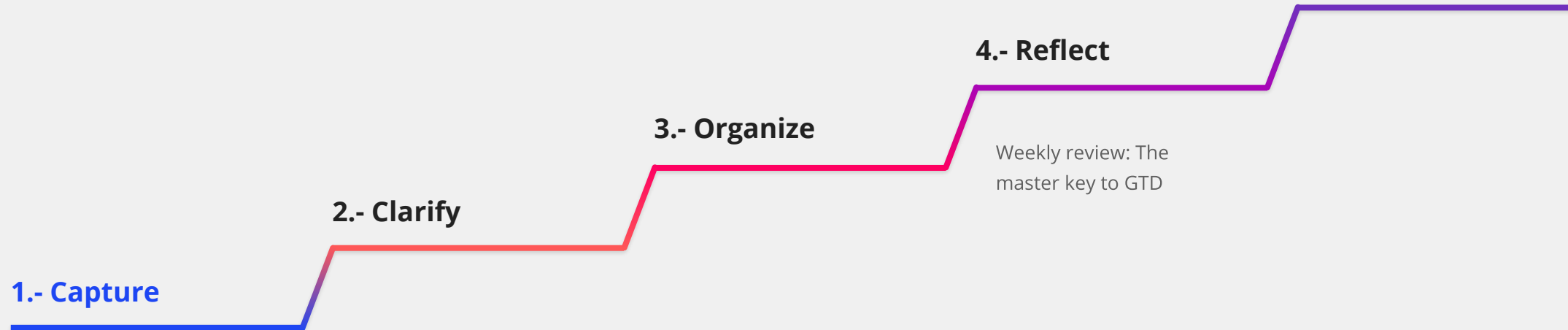09/06/2020

- Keep same name across apps
- What is related to project goes in these folders
- After completion:
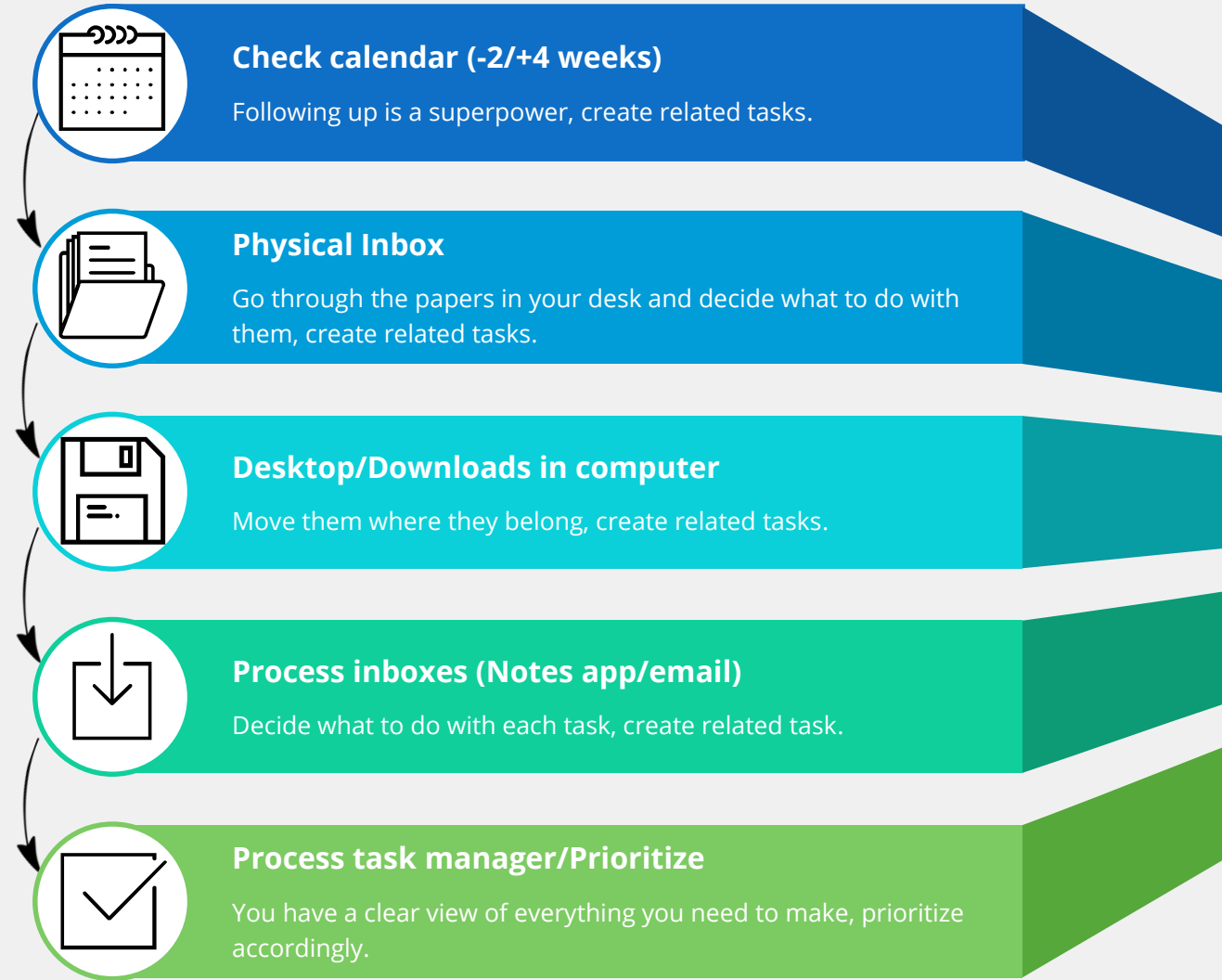 - Move to archive
  - Is there reusable content?

Task manager

Todoist

Quick Find

X

JME ↑9043

_5daysdigitalorganization

Z

Inbox   2

Outcome : Publish 5 posts in LinkedIn about digital organization:

🗓 Wednesday

Today   5

Next 7 Days   5

Projects   +

1 Projects ∧

_5daysdigitalorganization   3

Y

○ Write about projects in Linkedin (Day 5)

○ Write draft

✓ ~~Create slide explaining concepts~~

○ Write about note taking (Day 5)

Exercise: Organizing in groups

Recognize projects from the task list, is there any task that is a project by itself?
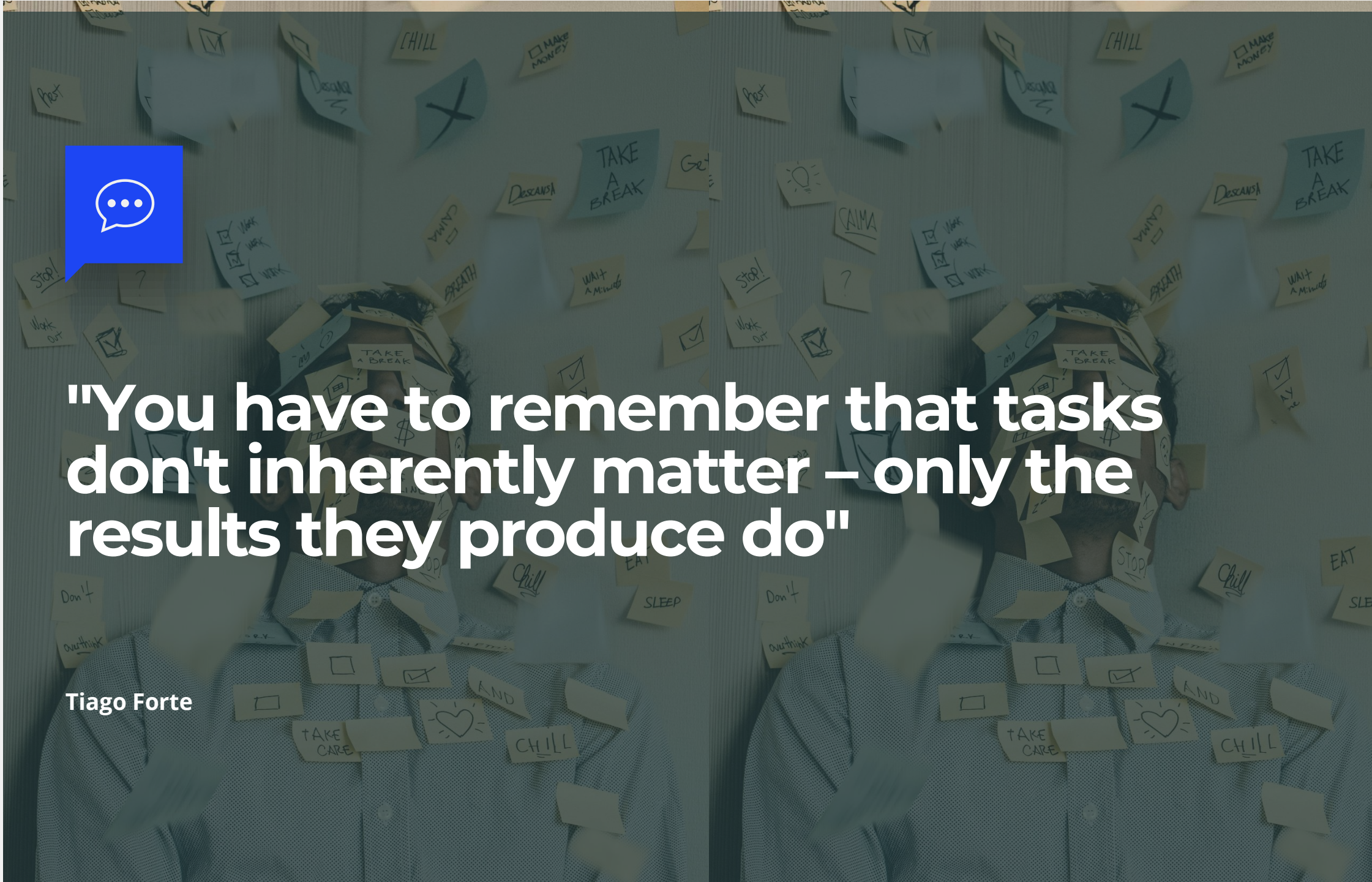
Steps of
GTD

4.- Reflect

3.- Organize

Weekly review: The
master key to GTD

2.- Clarify

1.- Capture

Weekly* review example

Check calendar (-2/+4 weeks)

Following up is a superpower, create related tasks.

Physical Inbox

Go through the papers in your desk and decide what to do with them, create related tasks.

Desktop/Downloads in computer

Move them where they belong, create related tasks.

Process inboxes (Notes app/email)

Decide what to do with each task, create related task.

Process task manager/Prioritize

You have a clear view of everything you need to make, prioritize accordingly.

*Doesn't have to be weekly, but important to process inboxes so that they don't get out of hands

Steps of
GTD

5.- Engage

4.- Reflect

Execution/Action/Doing things

3.- Organize

2.- Clarify

1.- Capture

"You have to remember that tasks don't inherently matter – only the results they produce do"

Tiago Forte

Engage

Ask yourself constantly

What is the minimum I can do? Are these tasks really necessary?

Engage

Choosing tasks: 4 Ways to decide

You can add tags to filter according to place, energy, priority or time

Context

What can you do?

Time

What do you have time for?

Energy

What are you up to doing?

Priority

What's the most important?

Exercise: Towards action

Look at list, are any of the tasks place/time sensitive? Write it down

Task managers

Software examples

Important features

- Easy input of new tasks

- Mobile + web

- Can organize tasks into projects
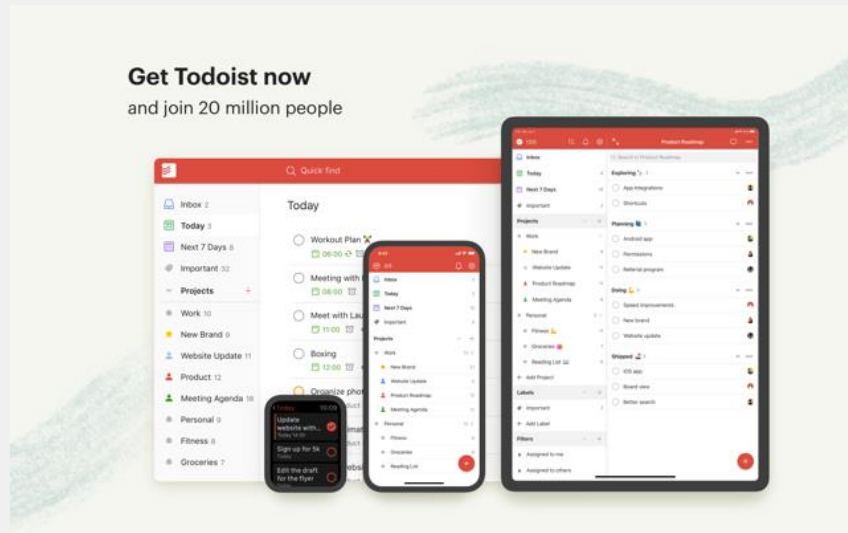

Todoist
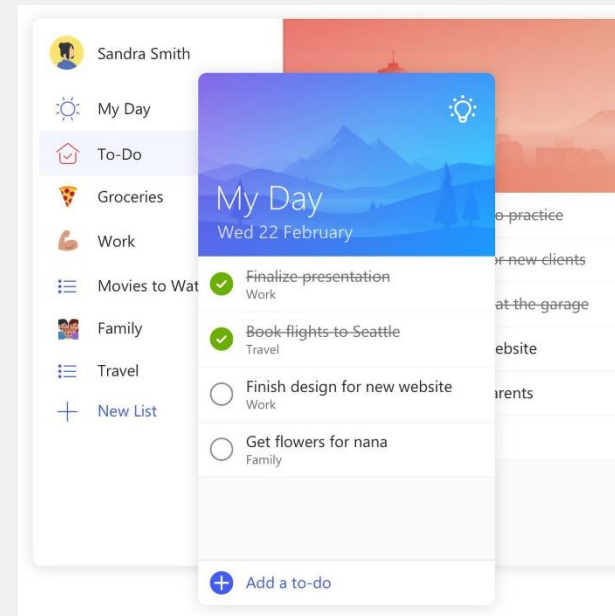
Microsoft to do
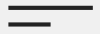
Task?

Pseudo tasks

- **Micro task**: Takes longer to track, organize and plan than just doing it
  - Example: Reply yes to an email; I have to delete this file
  - Just do it
- **Calendar tasks:** Task to be done at specific time/day
  - Example: Workout on Thursday; Webinar I want to attend
  - Use your calendar instead
- **Project task:** Task that consisting of multiple steps hidden behind a single task
  - Example: Write a blog post; Decide on and buy wall plants
  - Create a project for it
- **Dead task:** You thought would have to be done but is now obsolete
  - Move it to archive/delete
- **"Lost" task:** You cannot remember for what it was about
  - Just a link for example
  - Just delete it
- **Incubation task:** Read later/watch later
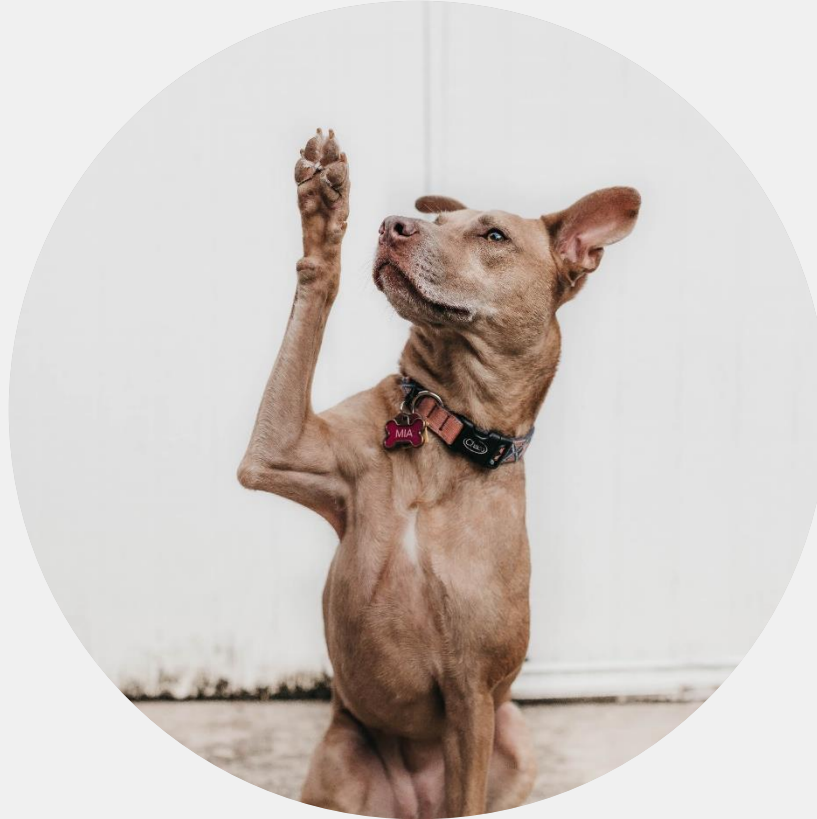 - Have a place where this goes → Read later APP/youtube watch later

Expanding the concepts

Example of my workflow
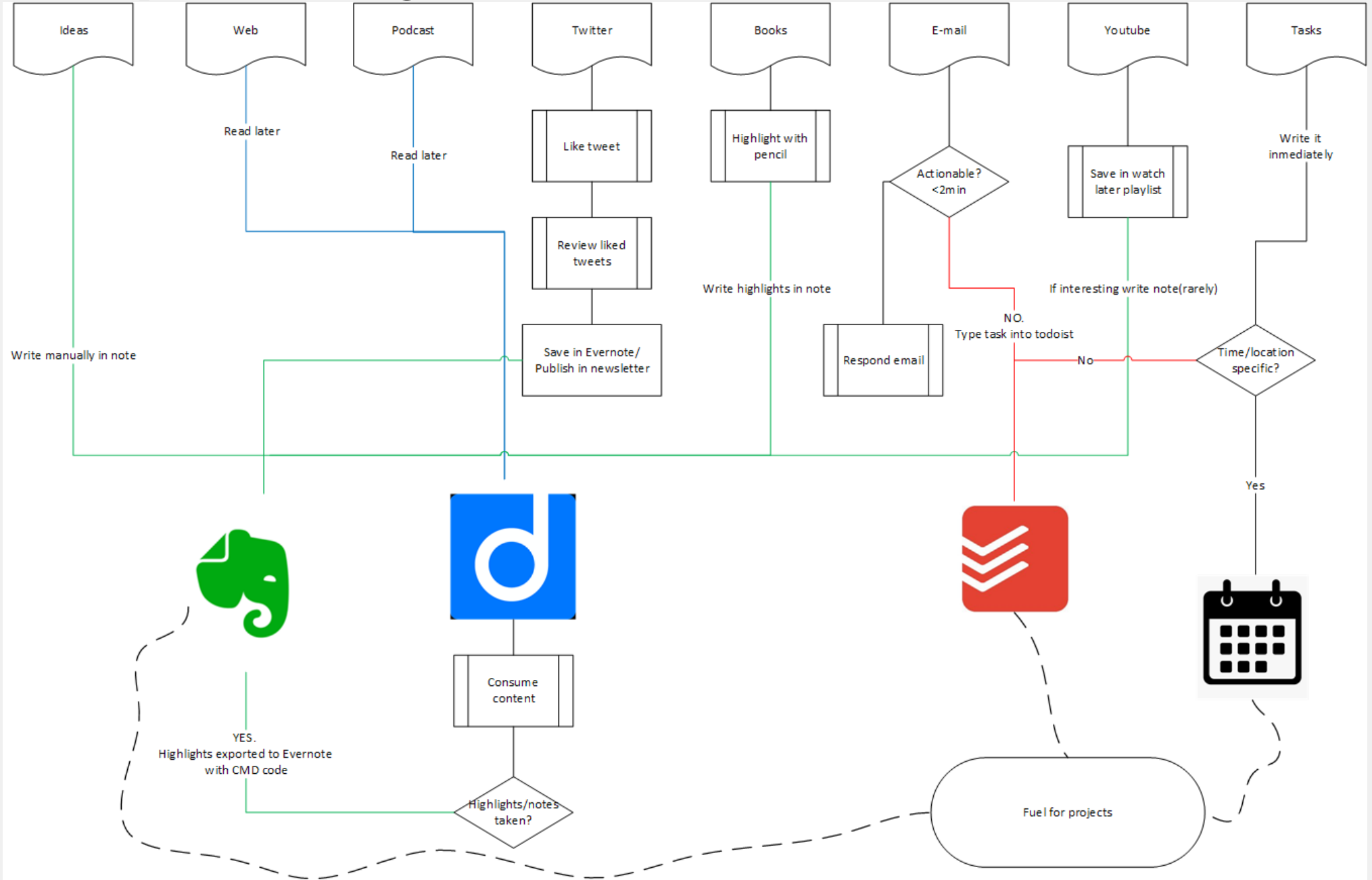
Questions

Contact me

jmechavesanz@gmail.com

jechave.com

Jose Maria Echave Sanz

@assesslife