

Getting Things Done

Getting Things Done (GTD) is a time management system created by David Allen.

David Allen is an author, born in 1945. ~~Educational~~ wise he graduated in American History from the "New College of Florida" in Sarasota, Florida. After graduating, he began consuming heroin and was even institutionalized. Regarding jobs, he had an, what I would call, exciting Roller coaster ride through the job market. For instance, he worked as a magician, waiter, karate teacher, landscaper, vitamin distributor, travel agent and even as a restaurant chef. Therefore he claims to have had 35 professions before he reached the age of 35. klein

The GTD method is divided into 5 steps:

Step 1: Capture

Getting Things Done is all about the theory that our brain is meant to get ideas and not to keep them. Therefore, it is key to note down everything that flashes your mind. This can either be emails, ideas, tasks or things that people say to you. Taking note of everything, results in a cleared mind, which helps your brain to get new ideas, besides never forgetting about the existing ones. was meinst du auf deutsch?

z.B. develop? oder receive

Step 2: Processing

Take your notes and filter them for tasks that are going to take less than 2 ^{klein} Minutes. If you find such a task, dedicate two or less minutes for it and complete it without hesitation. All the other tasks should be brought together in an action list.

For the tasks that are not actionable right in the moment and ~~in~~ the near future, you should create a list ^{collected} of all your ideas and notes that you want to deal with in the future. A great example would be a business idea that you can't realize in the moment, but you don't want to forget, and therefore add to your future list. klein

Step 3: Organizing

Tasks within the same project or subject, like "do the dishes" and "clean your room", should be grouped together in groups like (in our example) "Household". put

Tasks with a deadline should ^{be put in your calendar in order to} go to your calendar to get notified if the deadline approaches.

In addition, the tasks should be sorted by context. calendar

Step 4: Review

on a weekly basis

You should review your items every week and look ~~on~~ for irregularities. Everything should be organized clearly and if there are abnormalities, which isn't unusual, the ^{respective} items should be reorganized after the concept of Step 3. The weekly reviews are like the oil in your car's gearbox. They keep everything smooth and running.

Furthermore, in every review, ask yourself if you are heading towards your goals or if you should adapt your path a bit.

Step 5: Engage

Now it's time to actually cross off some tasks. Set yourself in a productive and lovely environment and start focusing on your tasks in your calendar or your todo list.

During the process of engaging, it is likely for new items to appear, which you ~~can~~ quickly ~~need~~ ^{can} add to your list ^{in order to clear your mind.}

Now you will be able to watch your productivity increasing exponentially and you ~~will~~ be able to reserve more time for the actions you enjoy. But always remember to provide the system with new oil (weekly reviews) to prevent it from scratching and breaking. ^{However,}

Conclusion

After all ~~the~~ ^{the} theory and steps, GTD is a great method to organize your life and save time. But above is just theory ~~and~~ ^{so} it improves your productivity even more if you adapt the GTD method to your needs. And, as always, there is some work to do to get your system running. But if it's running and you are providing new oil every week, it will constantly bring you joy.

Sources

[https://en.wikipedia.org/wiki/David_Allen_\(author\)](https://en.wikipedia.org/wiki/David_Allen_(author))

https://en.wikipedia.org/wiki/Getting_Things_Done

<https://www.youtube.com/watch?v=gCswMsONkwY>

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Hab dich lieb
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