GTD Workflow

1. Capture (Collect what has your attention)

- every open loop must be in your capture system and out of your head
- you must have as few capturing baskets you can get by with
- you must empty them regularly

2. Clarify (Process what it means)

- what is it?
- is it actionable? (**yes**/**no**)

yes -->

* what project or outcome have you committed to?
* what is the next action required?

  • do
  • delegate
  • defer

no -->

* Trash, no longer needed
* Someday/Maybe, no action now, incubate
* Reference

3. Organize (Put it where it belongs)

- projects
- next actions list
- incubation
- tickler
- reference
- etc..

4. Reflect (Review Frequently)

- review as frequently as needed to feel ok
- weekly review of the whole system

5. Engage

- simply do!