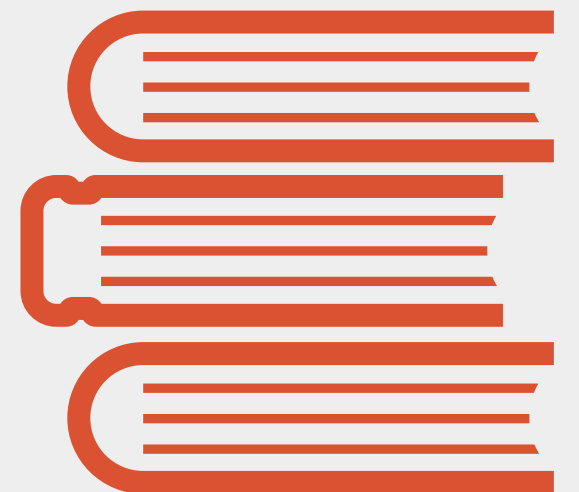




# Today



Check-in  
Weekly intro  
Info  
Gift of the week  
Blueprint presentations  
Getting things done  
Check-out



Check-in:

What makes you  
get stuff done?

**weekly  
intro**

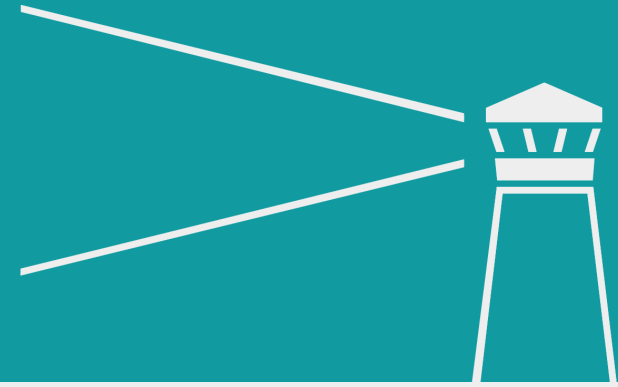
# This week



INTRO	Malin	Visual comm.	Theatre	Fund-raising
GTD	3 min. pitch	Visual comm.	Lab work	Fund-raising
Lab work	Lab work	Visual comm.	Lab work	
Lab work	Lab work	Visual comm.	Malin	

info

# Info



Baking 2 Dec  
Floorball 12 Dec  
Lucia 13 Dec  
Christmas dinner 18 Dec  
Semester close 20 Dec

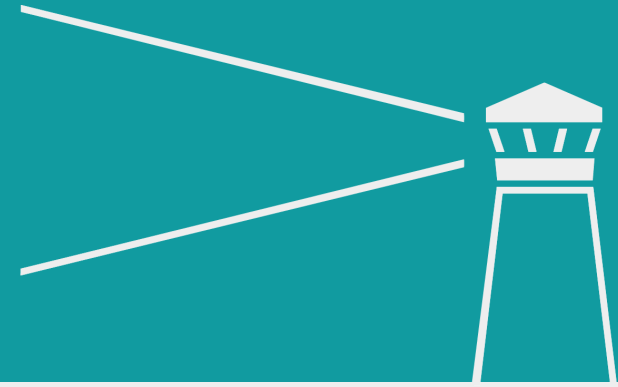


gift of  
the week



# Blueprint presentations

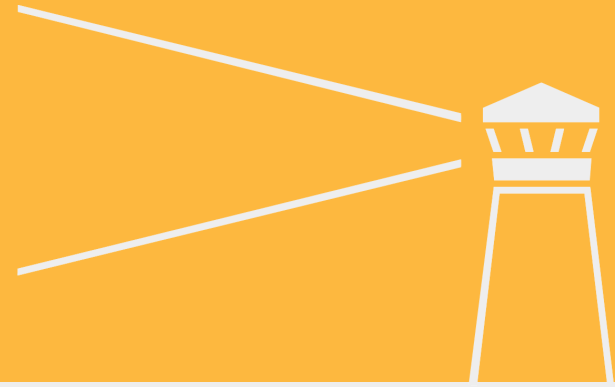
# Blueprint presentations



1. Show us your blueprint
2. Questions?
3. Thoughts on the tool
4. Thoughts on the process

**GTD**

# Getting things done



**David Allen**

Personal productivity methodology



# Getting things done

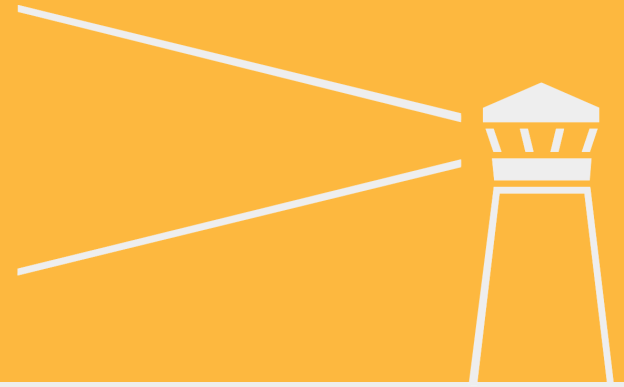


System  
Process  
Inbox  
Implementation



How do you  
currently  
organize your  
tasks and work?

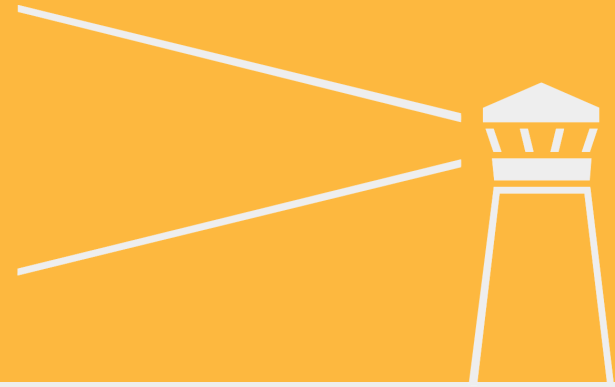
Getting things done



busy !=  
productive



# Getting things done



“There is nothing so useless as doing efficiently that which should not be done at all.”

- Peter Drucker



# System



## Externalize your brain



# GTD System



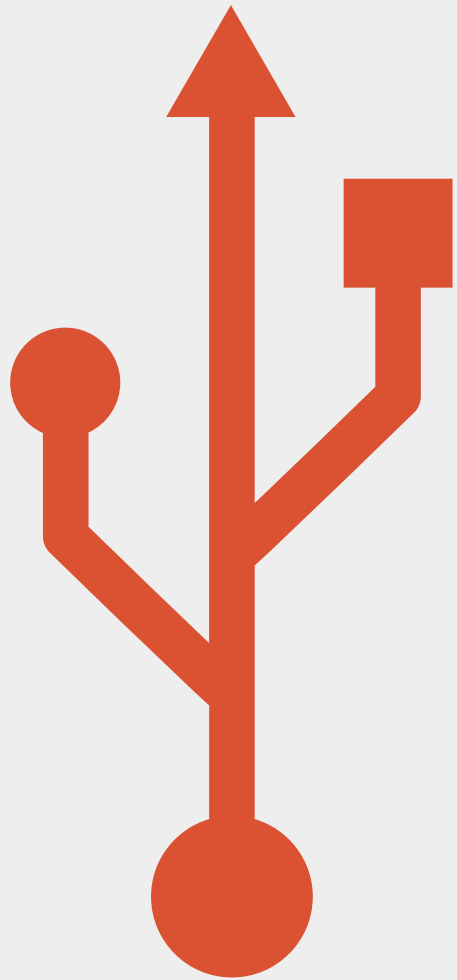
**Tools:**  
Calendar  
Organizer  
Inboxes





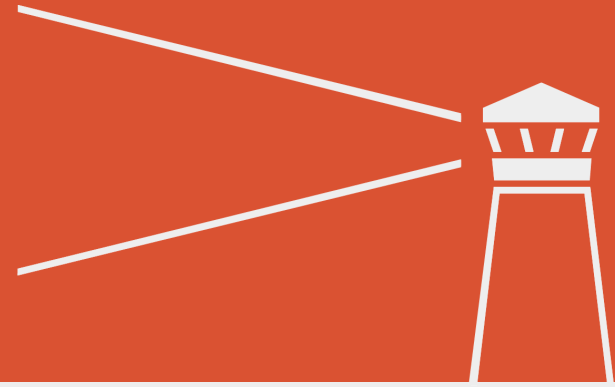
The best system is the  
one you actually use.





Digital / analog?

# GTD System



## Digital organizers:

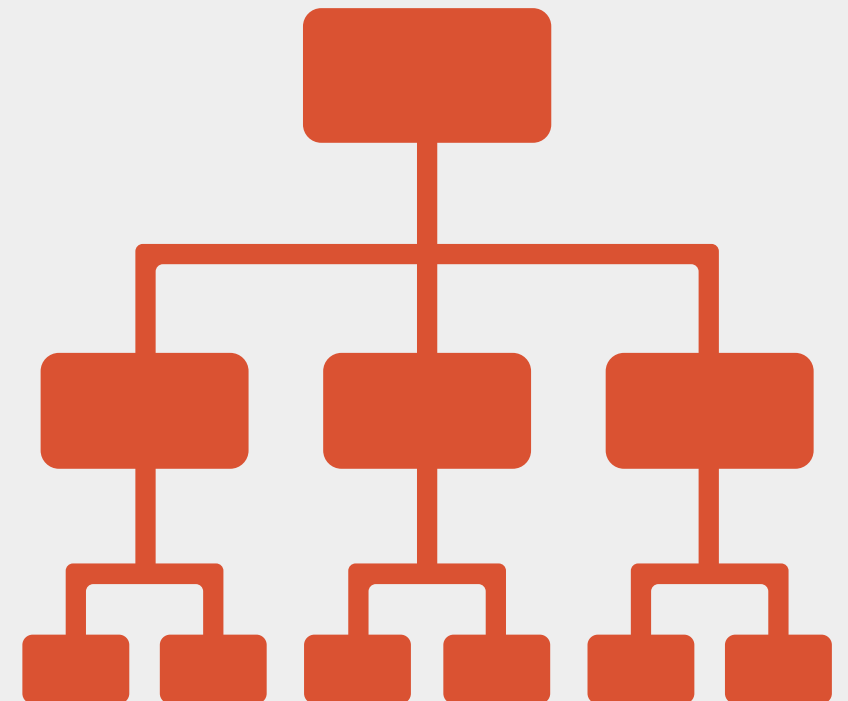
Google sheets

Asana

Trello

Wunderlist

Things



# GTD System



## **Analog organizers:**

Filofax

Dotted journal (bullet journalling?)

Kanban

Make your own!



# Process



# GTD Process

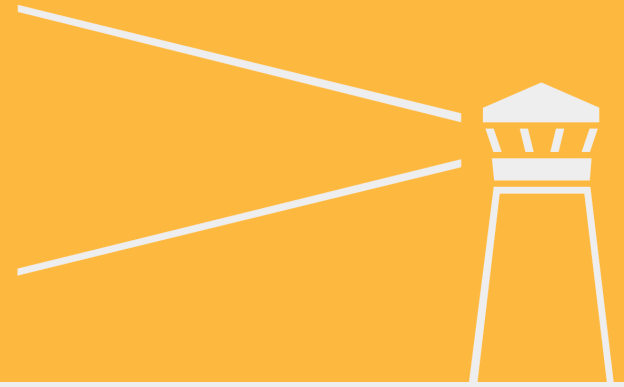


1. Capture
2. Clarify
3. Organize
4. Reflect
5. Engage



# Inbox

# GTD Inbox



Collect in one place  
Capture everything  
Not a todo list!  
When inbox is not available..



# Implementation & rules

# GTD Implementation



Empty  
inbox  
daily

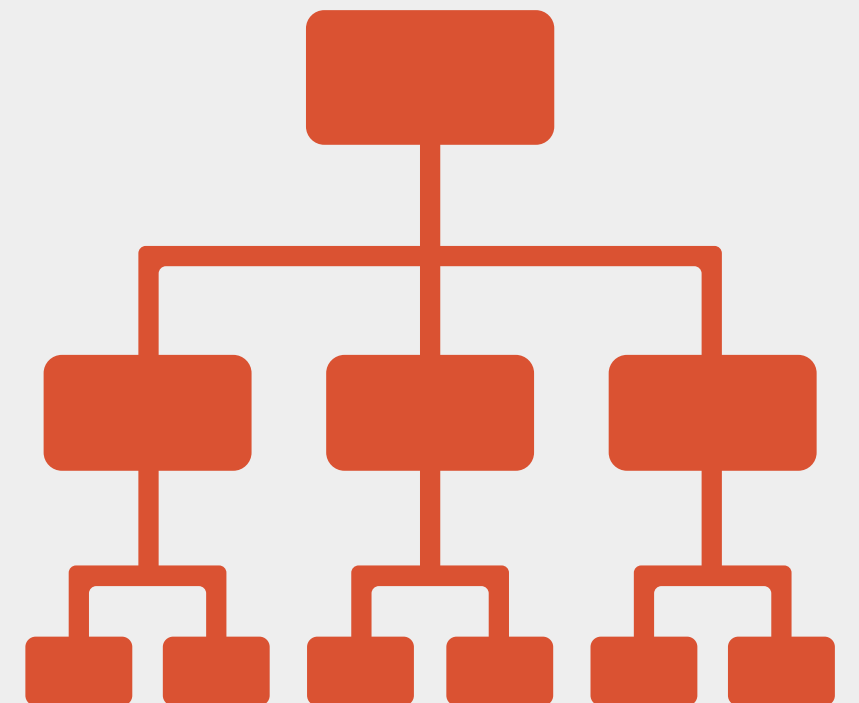
# GTD Implementation



2 minute rule



Find the right  
level of  
complexity





How often do you  
check your  
email?







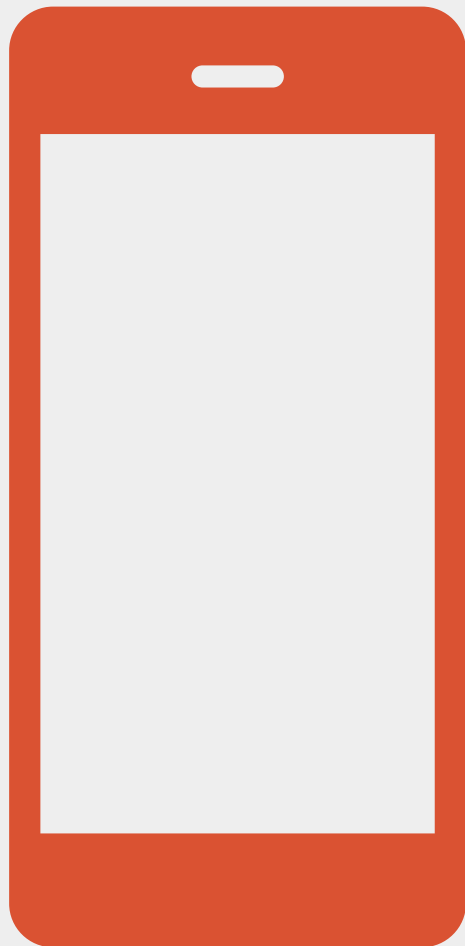
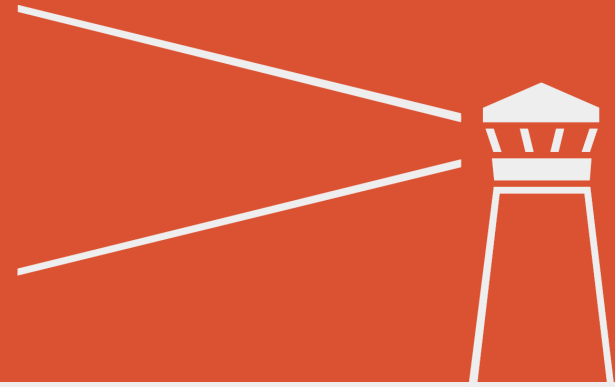
## Pomodoro





Meetings are  
for working

# GTD Implementation



## **The distraction free phone:**

Less apps

Make less attractive to look at

No notifications

DND schedule

# GTD Implementation



I  
DO  
ARRT



Check-out :

What (if any) changes  
will you do to increase  
personal productivity?

ok