

Worksheet: Getting-Things-Done

Goal: Apply the **Getting Things Done (GTD)** method to help a hypothetical friend prepare for their first semester.

Task 1: Set up a System with the core GTD Components

- Which lists should be created digitally or physically?
- What would be included on the list? Give examples.

List	Digital	Physical	Content (example)

Task 2: Processing Decisions

- How should the materials will be processed according to GTD?

Nr	Material	Decision
1	WI-Projektarbeit: Info an Anna	
2	Schlenkerla	
3	EidWI Case	
4	Bestätigung: Volleyballkurs	
5	Rückmeldung: ERASMUS	
6	Checkliste: Prüfungsvorbereitung	
7	Buch ausgeliehen	
8	Auslandsstudienführer	
9	FlexNow User's Guide	
10	Prüfungsanmeldung	
11	DAIMLER / Praktikumsnotiz	
12	MIT Sloan Report: Digital Technology	