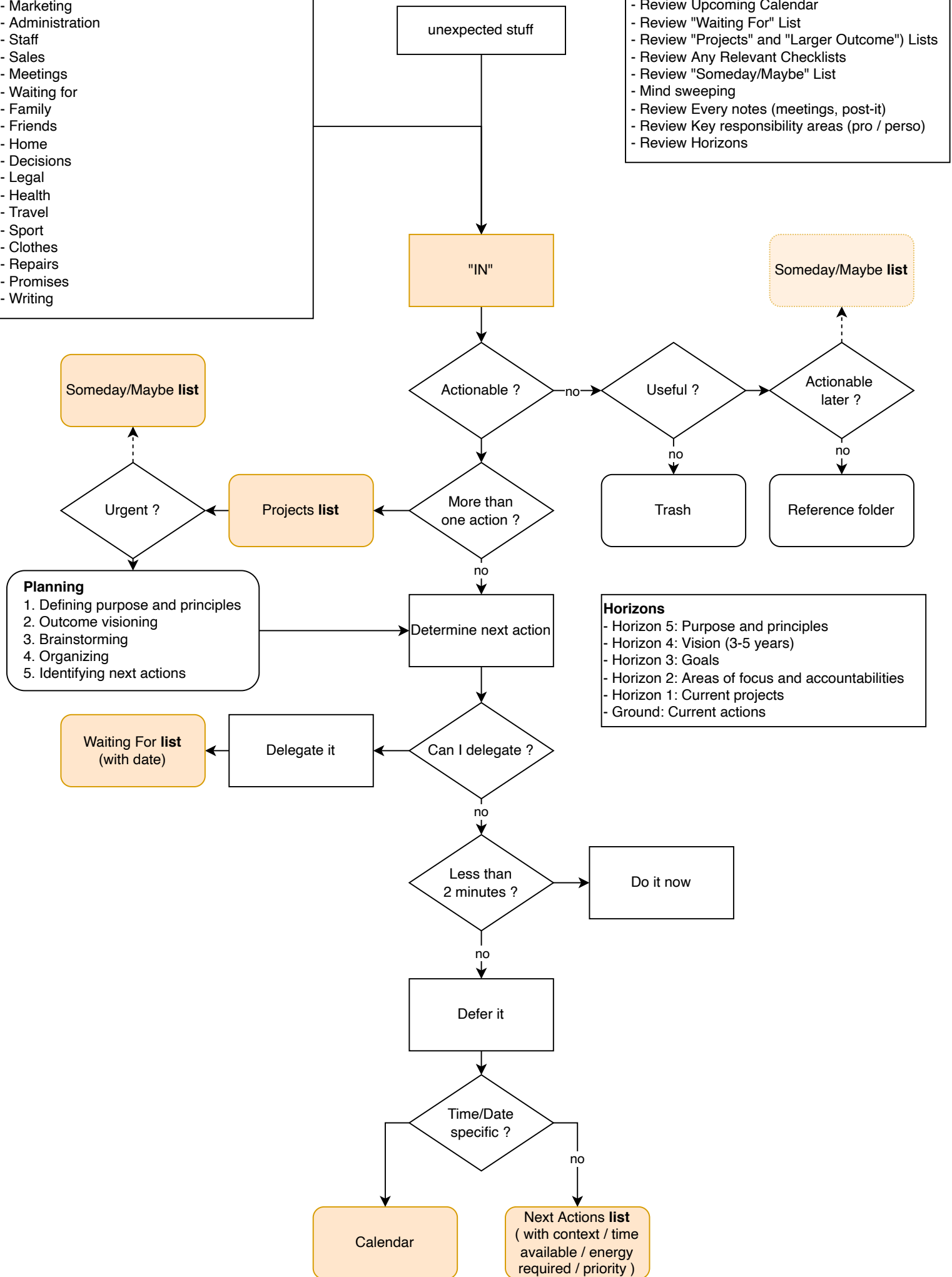


Stuff / Trigger List :

- Finance
- Planning
- Marketing
- Administration
- Staff
- Sales
- Meetings
- Waiting for
- Family
- Friends
- Home
- Decisions
- Legal
- Health
- Travel
- Sport
- Clothes
- Repairs
- Promises
- Writing

Weekly review :

- Review "Next Actions" Lists
- Review Previous Calendar Data
- Review Upcoming Calendar
- Review "Waiting For" List
- Review "Projects" and "Larger Outcome") Lists
- Review Any Relevant Checklists
- Review "Someday/Maybe" List
- Mind sweeping
- Review Every notes (meetings, post-it)
- Review Key responsibility areas (pro / perso)
- Review Horizons



GTD is a framework created by David ALLEN for organizing everything.

Its aim is to make you have 100% trust in a (your) system.

One of the basic assumptions of GTD is that your subconsciousness is quite dumb.

A great part of the "magic" of GTD is the "next physical and visible action".

GTD gives you a foolproof system for keeping track of what you need to do, should do, or should consider to do.

You will have to make the following lists :

1. In
2. Next actions
3. Waiting for
4. Projects
5. Someday / maybe

the barrier for adding something to the "in" list should be **as low** as possible.

when you first start to use GTD, you should take an hour to write down everything you need to do, these are called "open loops".

Processing the "in" list : is it actionable ?

- no = trash, reference, someday/maybe, incubate
- yes = what is the next action ?
- more than one action ? it is a "project", note the overall goal in the "projects" list
- less than 2 minutes to do it ? do it now
- delegate if you can

"next actions" are "as-soon-as-possible actions"

items in the "waiting for" list should always be marked with the current date

the "projects" list is simply a list of project titles (and descriptions and intended outcomes if necessary)

"contexts" are "tags" (@home, @computer, @store)

The "calendar" is for things you **have** to do on a certain date or at a certain time - and **nothing else**.

The "weekly review" is a critical factor for success of GTD.

1. Make sure each "project" has at least one next action.
2. Make sure that each action on your "next actions" list is actually something you want or need to do if you have the time.
3. Look through your someday/maybe list and see if some projects/actions should be moved to the list of current "projects"/"next actions" list.

A "trigger" list is simply a list of key words to "trigger" the brain to remember any "open loops".

"Read/review" folder is only for the things you want to read when you have the time.