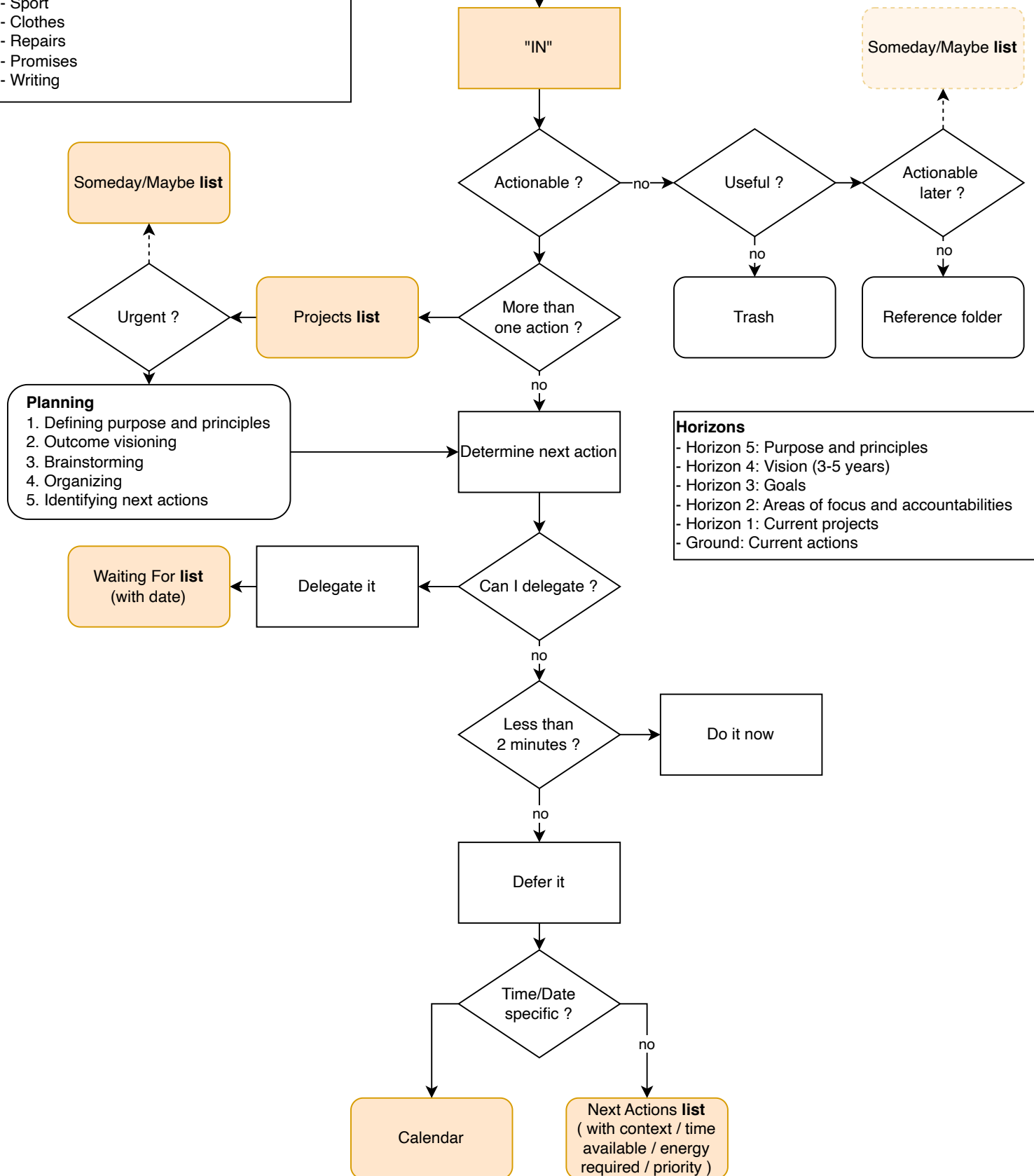


Stuff / Trigger List :

- 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.

You need to have 100% trust in this system (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 need 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.

To start with GTD, take an hour to write down everything you need to do. These items are called `open loops`.

Then, process the `in` list and ask `is it actionable` for each item ?

- 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 next concrete and physical 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 to 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 check if some projects/actions should be moved to the list of current `projects/next_actions` list.