GTD Project List Template

Monday, December 18 2017, 9:11 PM

EVERNOTE

PROJECT LIST

BRAIN DUMP

Start the Project List Mindsweep exercise by completely clearing your head. Use the trigger list below to ensure that everything is captured here in one location. (Once this box is filled out you can delete these instructions).

Trigger List

- **Your Mind**
- **Calendar**
- **Next Actions (To Do) List**
- **Agendas**
- **Briefcase / Wallet / Purse**
- **Physical Environment**
- **Digital Environment**
- **Process or Procedures**
- **Creative Opportunities**
- **Competence Building**

INITIAL PROJECT LIST

Start to organize and refine your list. Use the checklist below to stay on track as you get your Project List refined and organized. (Once this box is filled out you can delete these instructions).

Clarify Projects Checklist

- **Delete anything that is obviously not a project**
- **Move "Someday/Maybe" projects to the section at the bottom of this template titled: Someday/Maybe List**
- **Merge Projects that are tied to the same outcome**
- **Move appointments to your calendar**
- **Delegate Projects that can be delegated and move them to the section below titled: Delegated Projects**

OFFICIAL PROJECT LIST

This is where you build your official Project List. The left column is to easily see how many projects are on your list at a glance. Be sure to start each project name with an action word (like "submit," "deliver," or "complete"). Include the specific desired outcome for your project, and include a time frame or deadline, if appropriate. Add additional rows as needed. (Once this section is filled out you can delete these instructions).

	Project Name	Desired Outcome	Time Frame
1			
2			
3			
4			
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9			

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DELEGATED PROJECTS

Use this section to keep a bullet list of current Projects that are delegated to others. When appropriate, include a deadline or a following up date. Add additional rows as needed. (Once this section is filled out you can delete these instructions).

Delegated Project	Person	Follow up Date

SOMEDAY/MAYBE LIST

Use this section to keep a bullet list of Someday/Maybe items you may want to turn into Projects later. (Once this box is filled out you can delete these instructions).

Tips for Using this Template

The GTD Project List Template is designed for the Project List Mindsweep exercise.

Once the exercise has been completed, you can also use this template as your official Project List, your Delegated Items list, and your Someday/Maybe list.

This template is broken down into five main sections.

The Brain Dump
Start the Project List Mindsweep exercise by completely clearing your head.

Use the trigger list to ensure that everything is captured here in one location.

The Initial Project List
Start to organize and refine your list. Use the checklist to stay on track as you get your Project List refined and organized.

The Official Project List
This is where you build your official Project List. The left column is to easily see how many projects are on your list at a glance. Be sure to start each project name with an action word (like "submit," "deliver," or "complete"). Include the specific desired outcome for your project and include a time frame or deadline if appropriate. Add additional rows as needed.

The Delegated Items
Use this section to keep a bulleted list of current projects that are delegated to others. When appropriate, include a deadline or a following up date. Add additional rows as needed.

The Someday/Maybe List
Use this section to keep a bulleted list of someday/maybe items you may want to turn into projects later.

GTD Evernote Templates

Ready to learn more? Read the article *Get Started with GTD* right here and snag the full collection of free GTD Evernote templates.

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