GTD Indiviudal Project Template

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EVERNOTE

INDIVIDUAL PROJECT

THE PROJECT

Project Title	

TIME FRAME

Start Date	

Deadline	

DETAILS

Purpose/Intention	

Desired Outcome(s)	

LISTS

Brainstorming	

Next Actions	

RESOURCES

Reference Notes	

Delegated Items	

NOTES

Tips for Using this Template

The GTD Individual Project template is designed to keep everything for a specific project organized and in one location. You can copy this template for each and every project that you'd like to outline.

This template is broken down into six main sections.

The Project
This includes the Project title.

The Time Frame
If appropriate, outline the start date and deadline for the project. Utilize Evernote's built-in reminder system by clicking the little alarm clock icon in the top right corner to receive notifications of important dates. Use reminders for both your start date and deadline if needed.

The Details
This is the place to outline the purpose or intention of the Project as well as the desired outcome(s).

The Lists
Use bullet points here. Get everything for this specific Project out of your head and write it all down in the brainstorming section.

Next, start to move things into a specific task list where the Project can get organized. Begin each task with an action word, and get as specific as possible with each individual task. If appropriate for the Project, organize the tasks in sequential order.

The Resources
Use this section to keep track of specific resources related to this Project.

First, include a list of all helpful reference information. This is a great place to use Evernote's internal hyperlink function.

Second, include a list of any tasks in this Project that are, or will, be delegated to others.

Notes
Capture notes as necessary.

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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