

Conclusion

I HOPE THIS book has been useful—that you have started to reap the rewards of getting more done with less effort and stress. And I *really* hope you have tasted the freedom of a "mind like water" and the release of your creative energies that can come with the application of these techniques. Those who begin to implement these methods always discover there's more here than meets the eye, and you may have begun to experience your own version of that.

I'll bet *Getting Things Done* has validated much of what you already know and have been doing to some degree all along. Perhaps, though, it will make it much easier for you to apply that common sense more systematically in a world that seems to increasingly confound us with its intensity and complexity.

My intent is not to add more to the plethora of modern theories and models about how to be successful. I have tried, on the contrary, to define the core methods that don't change with the times, and which, when applied, always work. Like gravity, when you understand the principle, you can operate a lot more effectively, no matter what you're doing. Perhaps this is the Leading Edge of Back to Basics!

Getting Things Done is a road map to achieve the positive, relaxed focus that characterizes your most productive state. I invite you to use it, like a road map, as a reference tool to get back there whenever you need to.

To consistently stay on course, you'll have to do some things

that may not be habits yet: keep everything out of your head; decide actions and outcomes when things first emerge on your radar, instead of later; and regularly review and update the complete inventory of open loops of your life and work. I hope by now you at least have established a reference point for the value these behaviors create. Don't be surprised, though, if it takes a little while to make them automatic. Be patient, and enjoy the process. Here are some final tips for moving forward:

- Get your personal physical organization hardware set up. Get your workstation organized. Get in-baskets. Create a personal filing system—for work and home. Get a good list-management organizer that you are inspired to play with. I also suggest that you give yourself permission to make any changes that you have been contemplating for enhancing your work environments. Hang pictures, buy pens, toss stuff, rearrange your work space. Support your fresh start.
- Set aside some time when you can tackle one whole area of your office, and then each part of your house. Gather everything into your system, and work through the *Getting Things Done* process.
- Share anything of value you've gleaned from this with someone else. (It's the fastest way to learn.)
- Review *Getting Things Done* again in three to six months. You'll notice things you might have missed the first time through, and I guarantee it will seem like a whole new book.
- Stay in touch with people who are broadcasting and reflecting these behaviors and standards. (We're available. Visit <http://www.davidco.com> anytime for tons of free support material, conversations about these best practices, current

information about supportive products and services, and access to our global network of people sharing the best practices in productivity. For anything, contact us at The David Allen Company at info@davidco.com or 805-646-8432.)

Have a great rest of your life!