***2*** [***Overview of Getting Things Done***](http://www.lynda.com/Business-Business-Skills-tutorials/Overview-Getting-Things-Done/170776/174436-4.html)

*It's really more about how do we manage our focus, how do we manage our attention.*

These five steps, I didn't really make them up, I just started to understand what really goes on when we get things under control. Like, *if you've ever had your kitchen out of control, what did you do to get it back in stable ground so you could focus on cooking dinner*?

1.***Capture***or collect anything that may be out of place or not exactly where it needs to be the way, the way it needs to be. (collect what has you attention)

*.2.* ***Clarify*** *Process what it means*

(In other words, is it something to move on or not? )

( it something that belongs where it is? D)

3*.* ***Organization*** *just means, I need to park these things where they go so*

I don't have to keep rethinking them, or have them still bother me or some how distract me from what I'm doing

4.***Review*** and reflect on what all of this mean. Sort of the larger Gestalt, the larger picture, the larger inventory of what all of these things are.

5**.*Enage*** That's when I can start to make good, trusted, intuitive choices about what exactly I do, and how do I allocate my resources about all of tha

*So to take an example of your kitchen, you walk in, gee, it's out of control. I need to decide what are the things and capture the things that aren't where they need to be. So, you, you know, start cleaning it up. You start gathering things together. And then you say, well what exactly are these? Does that belong in the refrigerator? Does that go in the trash? And then you step back, and you maybe pull out your recipe.*

*Take a look, make sure you have all the ingredients, and then you start actually making dinner. So it's a common, common sense kind of thing.*

*And you'd be fully present with what you're doing.*

***1.1***[***Capturing things that catch your attention***](http://www.lynda.com/Business-Business-Skills-tutorials/Capturing-things-catch-your-attention/170776/174438-4.html)

the a priori, first main thing, that you really have to do to get things under control and to get focused. A

*So again, capture, collect, anything that has your attention. That's job one, and best practice is, get it all, get it out of your head, and, don't leave ,* *anything still lying around in the dusty corners of your mind. And then you just need to make sure you're using good capture tools, so that you can make sure you're not missing anything.*

*I'm talking about very granular, very specific, visible physical action. You need to know where that action would actually take place*