

For each statement, circle **D for Disagree**, **N for Neutral**, or **A for Agree**. Your responses should pertain to your life as a whole, not just work or personal. Please look at the choices carefully as the order changes from [D N A] to [A N D] for certain questions.

Perspective**Total Perspective Score:** _____

- | | | | |
|--|---|---|---|
| 1. I feel like I am on the right track to reach my goals. | D | N | A |
| 2. The key areas of my work and life are in balance. | D | N | A |
| 3. I have clear, well-defined goals. | D | N | A |
| 4. I know where I am going and how to get there. | D | N | A |
| 5. I feel like I am spending my time on the right things. | D | N | A |
| 6. I have conflicting priorities. | A | N | D |
| 7. I'm afraid that I'm not paying enough attention to really important things. | A | N | D |
| 8. I am living the life that I want. | D | N | A |
| 9. My day to day activities are aligned with my larger goals. | D | N | A |

Control**Total Control Score:** _____

- | | | | |
|--|---|---|---|
| 1. My life is too chaotic. | A | N | D |
| 2. I feel like things are falling through the cracks. | A | N | D |
| 3. I have a good way to track all of my things to do. | D | N | A |
| 4. I have too many things on my mind. | A | N | D |
| 5. My email is under control and well managed. | D | N | A |
| 6. I am overcommitted. | A | N | D |
| 7. I have a hard time finding things when I need them. | A | N | D |
| 8. I keep up with my workload. | D | N | A |
| 9. I'm working harder and falling further behind. | A | N | D |

To calculate your scores: For each section, give yourself 10 points to start with. Add one point for every right-hand answer you chose and subtract one-point for every left-hand answer you chose. Write your final scores in the spaces provided.

The Four Modes of GTD-Q:

<p>11-20</p> <p>Perspective ↑</p>	<p>Visionary</p> <p>Strengths</p> <ul style="list-style-type: none"> - Ideas and inspiration - Goal-setting - Creativity - Focus <p>Challenges</p> <ul style="list-style-type: none"> - Things falling through the cracks - Feeling overwhelmed/stressed when trying to deliver - Inadequate consideration of constraints - Contributing to others feeling overwhelmed <p>What GTD Can Do for You</p> <ul style="list-style-type: none"> - Systematic approach to capture and consider commitments - Better traction to take action on ideas - Efficient processing of requests from others - Timely delegation of tasks 	<p>Captain and Commander</p> <p>Strengths</p> <ul style="list-style-type: none"> - Appropriate focus and control - Can maneuver with agility and flexibility <p>Challenges</p> <ul style="list-style-type: none"> - Complacency <p>What GTD Can Do for You</p> <ul style="list-style-type: none"> - Greater attention to subtle opportunities - Stretch beyond current capabilities
<p>1-10</p>	<p>Responder</p> <p>Strengths</p> <ul style="list-style-type: none"> - Tactical responsiveness - May be necessary for short-term stability <p>Challenges</p> <ul style="list-style-type: none"> - Driven by latest and loudest - Crisis mentality breeds crises <p>What GTD Can Do for You</p> <ul style="list-style-type: none"> - Get control of incoming "stuff" - Get perspective on where to focus - Relieve pressure 	<p>Implementer</p> <p>Strengths</p> <ul style="list-style-type: none"> - Order and structure - Focused on completing tasks - Highly systematic approach <p>Challenges</p> <ul style="list-style-type: none"> - Lack of perspective - Inflexibility - Misguided perfectionism <p>What GTD Can Do for You</p> <ul style="list-style-type: none"> - Systematic approach that is also inherently flexible - Focus on purpose and outcomes - In control through constantly shifting priorities
	<p>1-10</p>	<p>Control → 11-20</p>

Incompletion Trigger List

What do you have attention on?

Professional

Projects started, not completed

Projects that need to be started

“Look into” projects

Commitments/promises to others

boss, partners, colleagues, subordinates,
others in organization, other professionals,
customers, other organizations

Communications to make/get

calls, emails, voice mails, faxes, letters,
memos

Writing to finish/submit

reports, evaluations, reviews, proposals,
articles, marketing material, instructions,
summaries, minutes, rewrites and edits,
status reporting, conversation and
communication tracking

Meetings

upcoming, need to be set or requested, need
to be de-briefed

Read/review

books, periodicals, articles

Financial

cash, budget, balance sheet, P&L, forecasting,
credit line, payables, receivables, petty cash,
banks, investors, asset management

Planning/organizing

goals, targets, objectives, business plans,
marketing plans, financial plans, upcoming
events, presentations, meetings, conferences,
travel, vacation

Organization development

org chart, restructuring, lines of authority, job
descriptions, facilities, new systems, change
initiatives, leadership, succession planning,
culture

Administration

legal issues, insurance, personnel, staffing,
policies/procedures, training

Staff

hiring, firing, reviews, staff development,
communication, morale, feedback,
compensation

Systems

phones, computers, software, databases,
office equipment, printers, faxes, filing,
storage, furniture, fixtures, decorations,
supplies, business cards, stationery, personal
organizers

Sales

customers, prospects, leads, sales process,
training, relationship building, reporting,
relationship tracking, customer service

Marketing/promotion

campaigns, materials, public relations

Waiting for

information, delegated projects/tasks, pieces
of projects, replies to communications,
responses to proposals, answers to questions,
submitted items for response/reimbursement,
tickets, external actions needed to happen
to continue or complete projects...(decisions,
changes, implementations, etc.), things
ordered

Professional development

training, seminars, things to learn, things to
find out, skills to develop or practice, books to
read, research, formal education (licensing,
degrees), career research, resume

Wardrobe

professional

Incompletion Trigger List

What do you have attention on?

Personal

Projects started, not completed

Projects that need to be started

Projects - other organizations

service, community, volunteer, spiritual organization

Commitments/promises to others

spouse, partner, children, parents, family, friends, professionals, returnable items

Communications to make/get

calls, emails, faxes, cards, letters, thank-you's

Upcoming events

birthdays, anniversaries, weddings, graduations, outings, holidays, vacation, travel, dinners, parties, receptions, cultural events, sporting events

Family

projects/activities with spouse, partner, children, parents, relatives

Administration

home office supplies, equipment, phones, answering machines, computers, internet, TV, DVD, appliances, entertainment, filing, storage, tools

Leisure

books, music, videos, travel, places to visit, people to visit, web surfing, photography, sports equipment, hobbies, cooking, recreation

Financial

bills, banks, investments, loans, taxes, budget, insurance, mortgage, accountants

Legal

wills, trusts, estate, legal affairs

Waiting for

mail order, repairs, reimbursements, loaned items, information, rsvp's

Home/household

real estate, repairs, construction, remodeling, landlords, heating and A/C, plumbing, electricity, roofs, landscaping, driveways, garages, walls, floors, ceilings, decor, furniture, utilities, appliances, lights and wiring, kitchen stuff, laundry, places to purge, cleaning, organizing, storage areas

Health

support and maintenance, doctors, dentist, optometrist, specialists, checkups, diet, food, exercise

Personal development

classes, seminars, education, coaching, career, creative expressions

Transportation

autos, bikes, motorcycles, maintenance, repair, commuting, tickets, reservations

Clothes

professional, casual, formal, sports, accessories, luggage, repairs, tailoring

Pets

health, training, supplies

Errands

hardware store, pharmacy, department stores, bank, cleaners, stationers, malls, gifts, office supply, groceries

Community

neighborhood, neighbors, service work, schools, civic involvements

THE TASK PROGRESS TRACKER
instructions available at davidseah.com/pceo/tp

Break down those industrial-strength projects into smaller, trackable tasks. QUICKSTART: List your tasks in the order you want. Mark estimated time (up to 4 hrs) using a tick over the BUBBLE TRACKER. A 15-min digital interval timer can be used to measure time spent; fill-in bubble when timer beeps. Optionally fill-in EFFORT bubble if task seemed really hard. Total time for your records. Check DONE, and celebrate!

PROJECT TITLE STARTING MONTH/DAY YEAR

01 | : : 0000 0000 0000 0000 x = DONE
TASK DELIVERABLE / DESCRIPTION. INDENT SUBTASKS IF NEEDED. DELIVER BY 15MIN/BUBBLE. MARK ESTIMATE W/ HASH. EFFORT TOTAL
02 | : : 0000 0000 0000 0000 x = DONE
03 | : : 0000 0000 0000 0000 x = DONE
04 | : : 0000 0000 0000 0000 x = DONE
05 | : : 0000 0000 0000 0000 x = DONE
06 | : : 0000 0000 0000 0000 x = DONE
07 | : : 0000 0000 0000 0000 x = DONE
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09 | : : 0000 0000 0000 0000 x = DONE
10 | : : 0000 0000 0000 0000 x = DONE
11 | : : 0000 0000 0000 0000 x = DONE
12 | : : 0000 0000 0000 0000 x = DONE
13 | : : 0000 0000 0000 0000 x = DONE
14 | : : 0000 0000 0000 0000 x = DONE
15 | : : 0000 0000 0000 0000 x = DONE
16 | : : 0000 0000 0000 0000 x = DONE

WHAT ELSE IS GOING ON IN THE PROJECT? PROJECT COMPLETE

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