Activity: GTD-Q Survey
https://gettingthingsdone.com/gtd-q/

GTD-Q > COLLECT > PROCESS > REVIEW > DO

Time Management

DECLUTTER YOUR MIND

Sarah Lauser

Based on *Getting Things Done* by David Allen

Getting Things Done

Amazon Best Sellers
Our most popular products based on sales. Updated hourly.

‹ Any Department
‹ Books
   ‹ Business & Investing
     Skills
       Business Writing
       Communications
       Business Mathematics
       Negotiating
       Office Automation
       Project Management
       Running Meetings & Presentations
       Secretarial Aids & Training
       Time Management
       Training

Best Sellers in Time Management

#11

Getting Things Done: The Art of Stre
› David Allen
★★★★½ 8,926
Paperback

#19

Getting Things Done: The Art of Stress-
› David Allen
★★★★½ 8,926
Kindle Edition

#32

Getting Things Done
★★★★½ 8,926
Paperback

Getting Things Done advanced workflow diagram — created by Scott Moehring

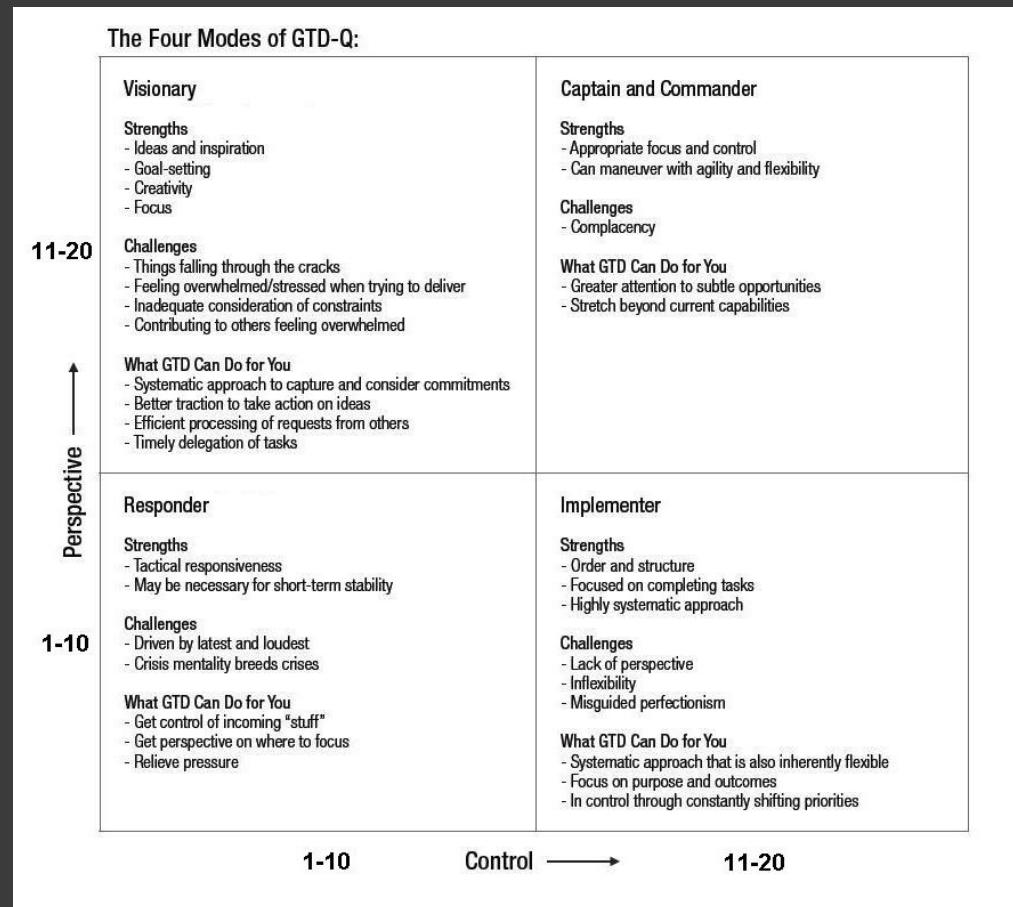GTD-Q   COLLECT   PROCESS   REVIEW   DO
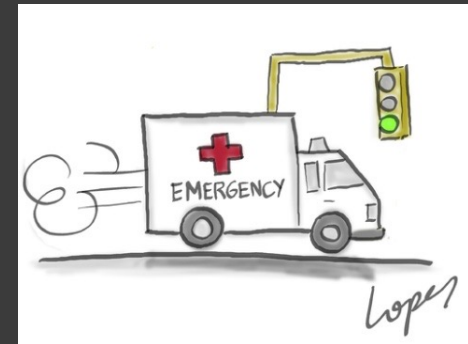
Which quadrant are you in?

The Four Modes of GTD-Q:

Visionary

Strengths
- Ideas and inspiration
- Goal-setting
- Creativity
- Focus

Challenges
- Things falling through the cracks
- Feeling overwhelmed/stressed when trying to deliver
- Inadequate consideration of constraints
- Contributing to others feeling overwhelmed

What GTD Can Do for You
- Systematic approach to capture and consider commitments
- Better traction to take action on ideas
- Efficient processing of requests from others
- Timely delegation of tasks

Captain and Commander

Strengths
- Appropriate focus and control
- Can maneuver with agility and flexibility

Challenges
- Complacency

What GTD Can Do for You
- Greater attention to subtle opportunities
- Stretch beyond current capabilities

Responder

Strengths
- Tactical responsiveness
- May be necessary for short-term stability

Challenges
- Driven by latest and loudest
- Crisis mentality breeds crises

What GTD Can Do for You
- Get control of incoming "stuff"
- Get perspective on where to focus
- Relieve pressure

Implementer

Strengths
- Order and structure
- Focused on completing tasks
- Highly systematic approach

Challenges
- Lack of perspective
- Inflexibility
- Misguided perfectionism

What GTD Can Do for You
- Systematic approach that is also inherently flexible
- Focus on purpose and outcomes
- In control through constantly shifting priorities

11-20 / 1-10 — Perspective

1-10 / 11-20 — Control

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Responder (Victim)

- Strengths
  - Tactical responsiveness
  - May be necessary for short-term stability

- Challenges
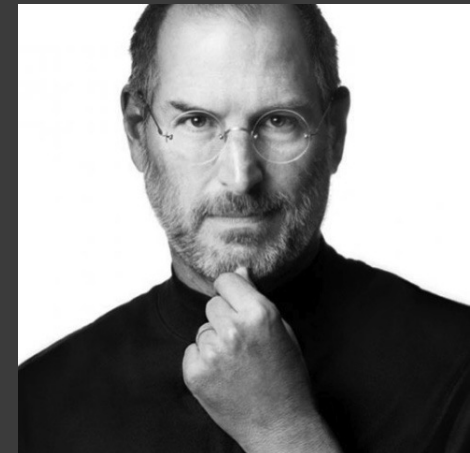 - Driven by latest and loudest
  - Crisis mentality breeds crises

Visionary (Crazy-Maker)

- ⊙ Strengths
  - Ideas and inspiration, creativity
  - Goal-setting, focus

- ⊙ Challenges
  - Things falling through the cracks
  - Feeling overwhelmed/stressed when trying to deliver
  - Inadequate consideration of constraints

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Implementer (Micro-manager)

- Strengths
  - Order and structure, highly systematic approach
  - Focused on completing tasks

- Challenges
  - Lack of perspective
  - Inflexibility
  - Misguided perfectionism

THERE'S NO HYPHEN IN "MICROMANAGER."

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Captain & Commander

- Strengths
  - Appropriate focus and control
  - Can maneuver with agility and flexibility

- Challenges
  - Complacency

Step 1: Collection

What is STUFF?

"Anything you have allowed into your psychological or physical world that doesn't belong where it is, but for which you haven't yet determined the desired outcome and next action step."

- David Allen

GTD-Q | COLLECT | PROCESS | REVIEW | DO

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| GTD-Q | COLLECT | PROCESS | REVIEW | DO |

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GTD-Q | COLLECT | PROCESS | REVIEW | DO

If you have a thought....
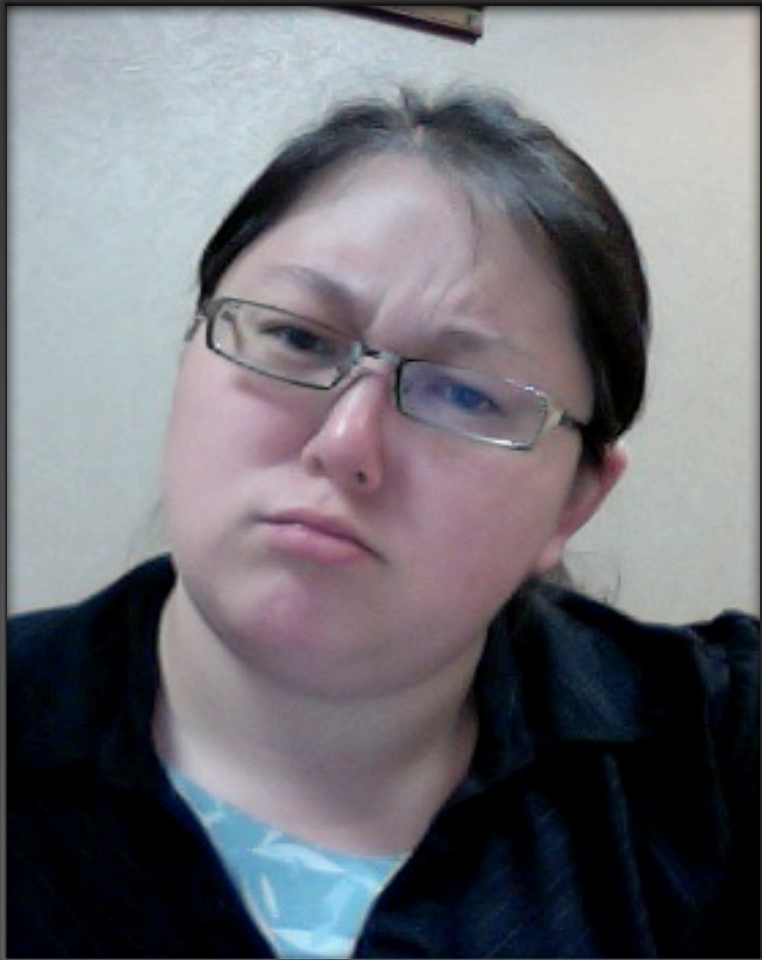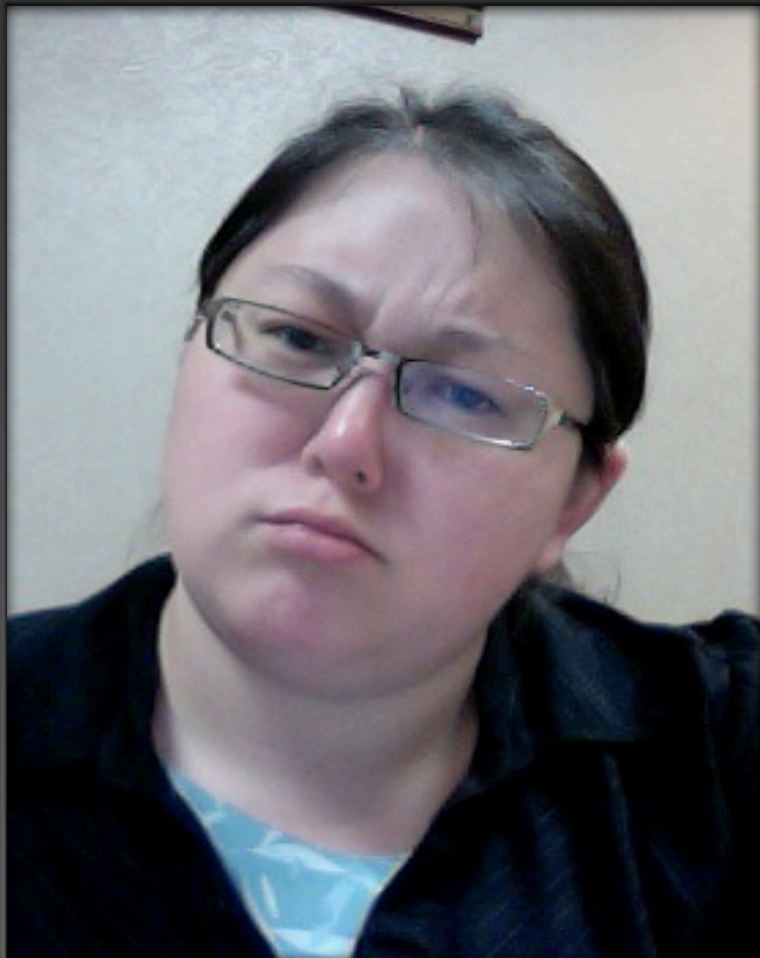
Write it down!

GTD-Q | COLLECT | PROCESS | REVIEW | DO

Collection Tools

MOVE CLOSER

DON'T FORGET!

Only 1 idea per sheet

One trusted place

PUT ALL "IN"
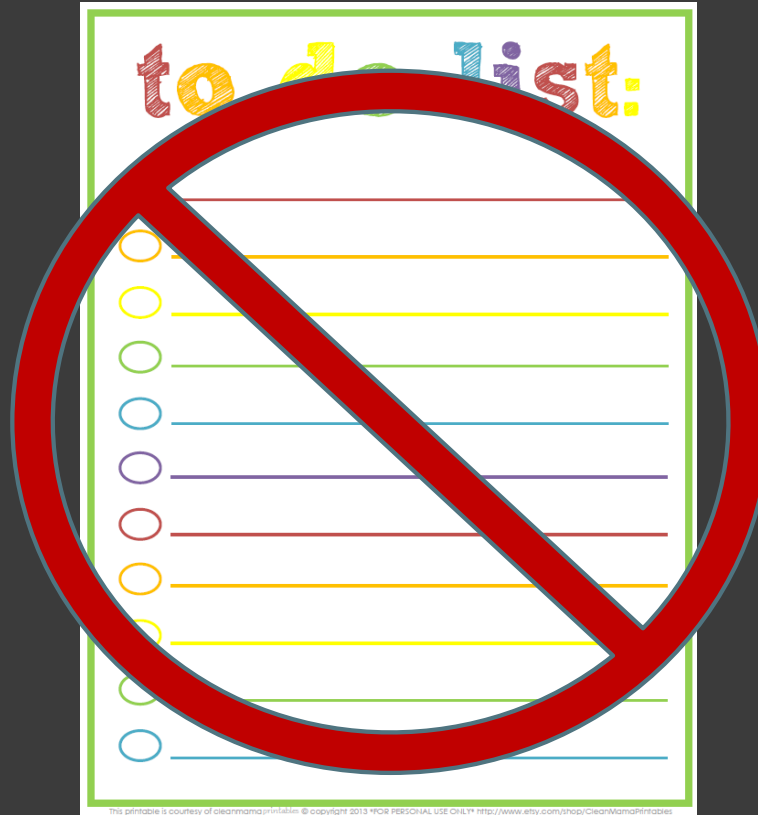
GTD-Q > **COLLECT** > PROCESS > REVIEW > DO

Mind Sweep

- When you get an idea, write it down.
- Don't filter or censor ideas.
- It's not only a to-do list.
- It's OK to mix personal and professional.
- Go for quantity – don't worry about quality.

GTD-Q | COLLECT | PROCESS | REVIEW | DO

Step 2: Process
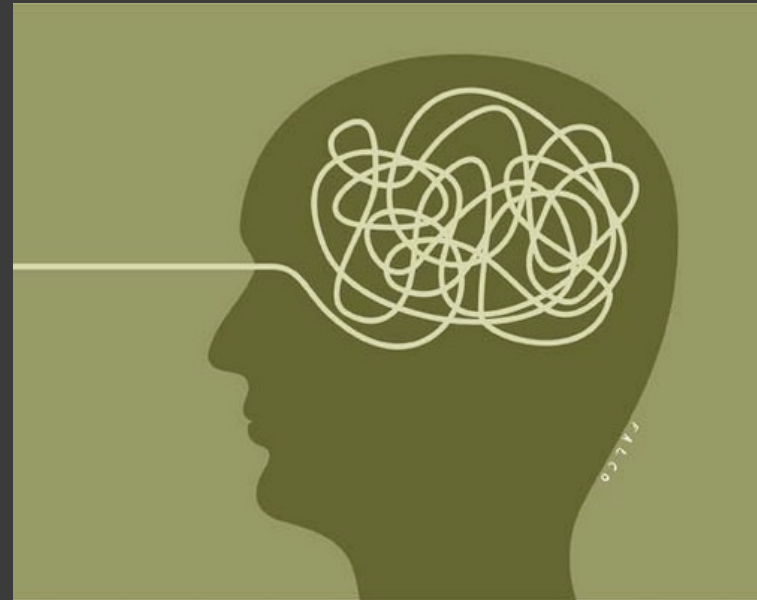
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The Rules of Processing

The Rules of Processing

TOP DOWN | one at a time | ONE WAY — NEVER BACK "IN"

The Goals of Processing

300 – 400 times a day	:10 – :40 seconds each (GET FASTER)		daily

OR NOT...

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Non-Actionable Stuff

Non-Actionable Stuff

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Defining Actionable Stuff

① What is the successful Outcome?
What will have happened when this can be checked off?
Describe it in past tense. ⦿ More than one step? It's a Project!

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Defining Actionable Stuff

② What is the Next Action?
If this was the <u>only</u> thing you had to get done,
what is the very next physical thing you would have to do?

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Defining Actionable Stuff

@CONTEXT

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Action Contexts

@phone

@errands

@computer

Defining Actionable Stuff

- What is the successful Outcome?

- What is the Next Action?

- What context(s) is it?

Actionable Stuff

Do *Less-than two minute Next Action? Do it now!* OR **Delegate** *Are you really the best person to do this?* OR **Defer** *To be done on a specific day, or simply as soon as possible*

Actionable Stuff

Do *Less-than two minute Next Action? Do it now!*

The 2-minute Rule

- Send quick email reminders or replies
- Moving emails to Archive folder
- Deleting emails you know you don't need
- Schedule a meeting
- Bookmark important information
- Make a quick phone call

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How long is 2 minutes?
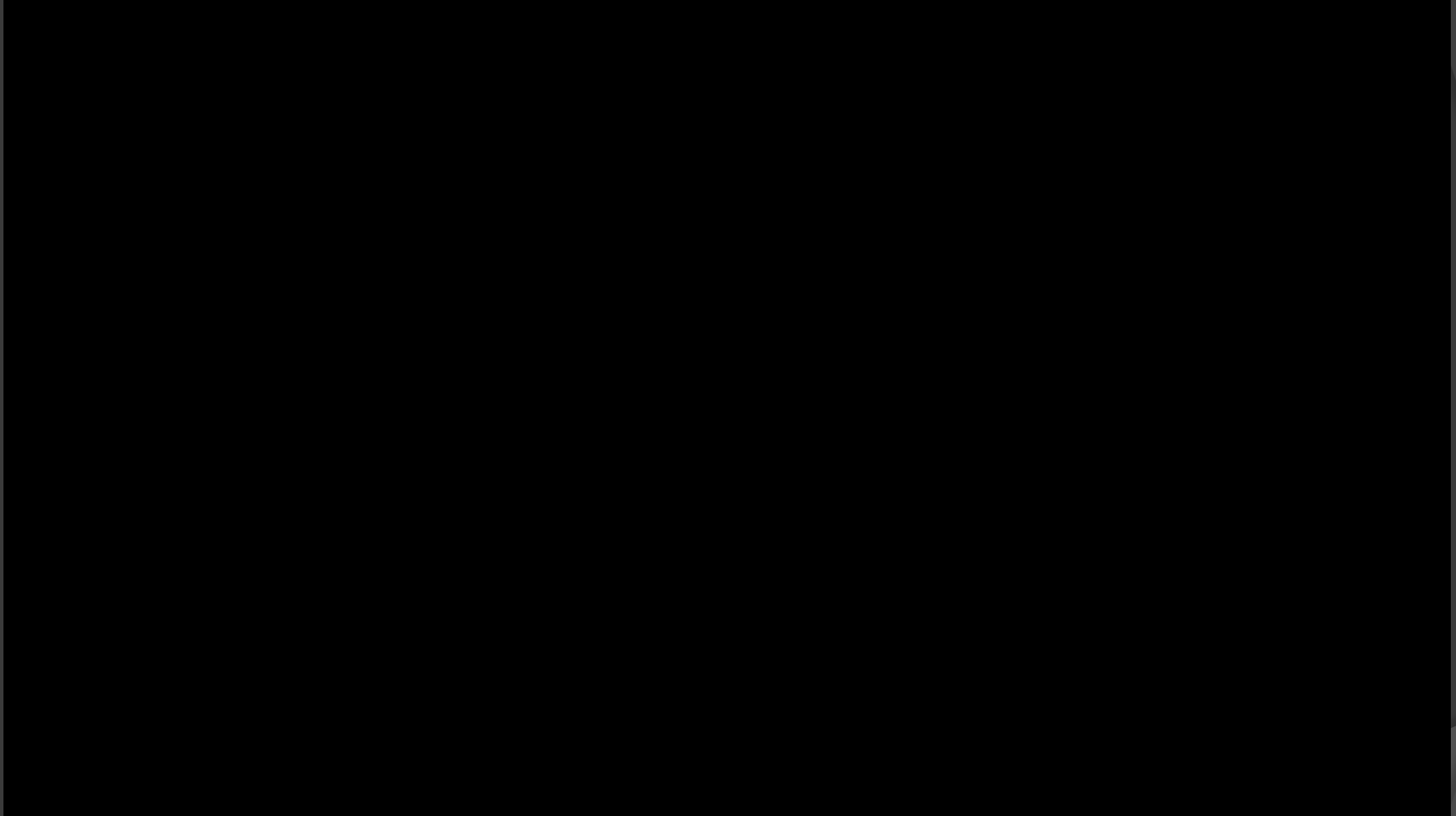
GTD-Q COLLECT PROCESS REVIEW DO

Actionable Stuff

Do *Less-than two minute Next Action? Do it now!* **OR** **Delegate** *Are you really the best person to do this?*

Actionable Stuff

Do *Less-than two minute Next Action? Do it now!* OR **Delegate** *Are you really the best person to do this?* OR **Defer** *To be done on a specific day, or simply as soon as possible*

TICKLE
MAIL TO SELF

JANUARY

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NOT ACTIONABLE	ACTIONABLE
TRASH	DO
REFERENCE	DELEGATE
SOMEDAY/MAYBE	DEFER

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GTD-Q COLLECT PROCESS REVIEW DO

Step 3: Review

Daily Review

Weekly Review
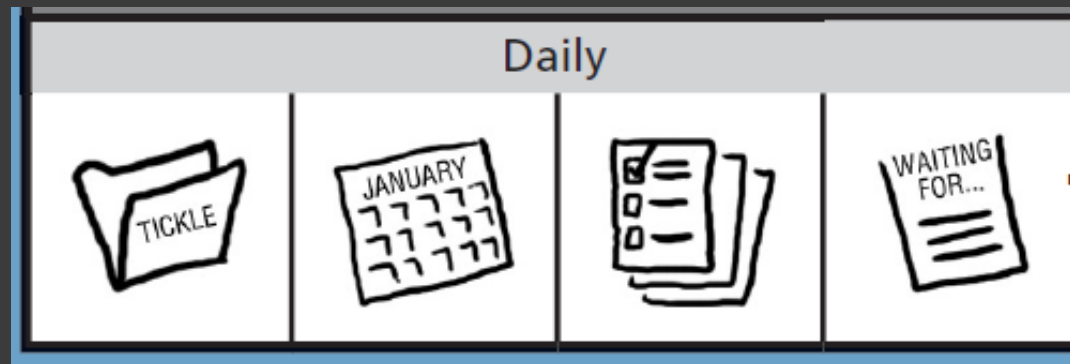
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Weekly Review Checklist

- Gather loose papers.

- Process your inbox.

- Review previous and upcoming calendar to trigger next actions.

- Mind Sweep

- Review next-action lists, project lists, waiting-on list, and someday/maybe list.

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Occasional Review

Occasionally

HIGHER ALTITUDES
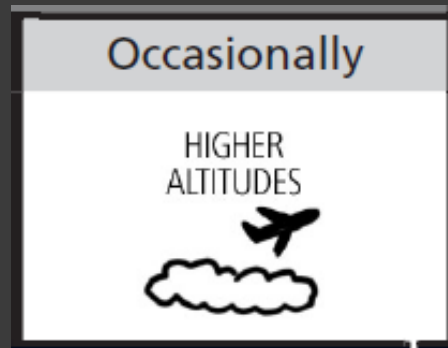
50,000+ feet   (life)
40,000 feet   (3-5 year visions)
30,000 feet   (1-2 year goals)
20,000 feet   (areas of responsibility)
10,000 feet   (current projects)
RUNWAY   (current actions)

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Step 4: Do

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What should I do next?

- Context

- Time available

- Energy available

- Priority

Motivation

FEELING TOO MUCH STRESS?
Which one of these will help you get more clear and complete?

Always have a collection tool close by	Only use your inboxes as your inboxes; don't use your entire office, house, briefcase or car	Decide Outcomes & Next Actions as soon as things show up
Use your calendar only for things that absolutely have to get done that day	List actual *Very Next* Actions, not vague, undoable "stuff" or Projects in disguise	Put ALL your multi-step open loops on your Projects list

Do most 2 min. actions immediately if you plan to ever do them at all	End meetings by clarifying outcomes, deciding Next Actions, and who's responsible	Don't allow slips of paper & meeting notes to sit unprocessed
Use and trust your lists to remind you, not your Project support materials	Do your weekly review … weekly	Review your higher altitudes for Outcomes and Next Actions