Getting Things Done for Leaders

No-bullshit practical workshop
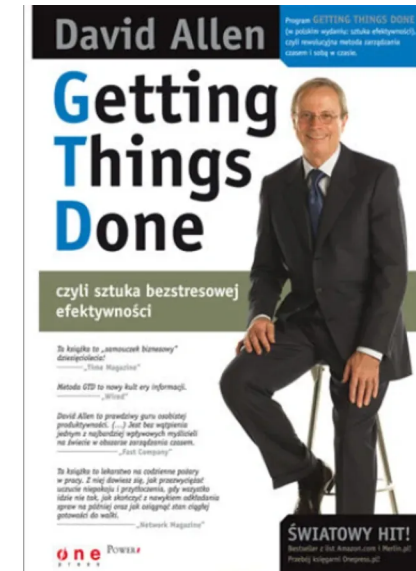
Tomasz Gągor

Icebreaker: "Memory Dump"

- Take a blank sheet of paper.

- Write down every task on your mind.

- Add long-term tasks (few months to 1-3 years).

- Add lifetime goals - things you want to achieve before you die.

Icebreaker: Reflection

- What do you focus on daily?

- What's truly important?

- How do you feel after doing it?

Who am I to teach you?

- I have used GTD for around 20 years.

- I started during my studies.

- It helped me become better at work, as a partner and a parent.

- I never stopped.

Why GTD?

- Reduces stress by getting things out of your head.

- Increases focus.

- Creates space for what matters.

GTD Core steps

1. **Collect** – Capture everything

2. **Clarify** – Is it actionable?

3. **Organize** – Where does it go?

4. **Reflect** – Review regularly

5. **Engage** – Do the work

Collect

This first and most important step: **put everything in the Inbox**.

- Treat it a bit like an email inbox.

- Everything in one place.

- Allow others to inject items, e.g.:
  - *"Could you send me an email so I won't forget it?"*

Clarify

Decide what to do about it.

- Less than ~2 minutes -> Do it now (two-minute rule).

- More than ~2 minutes -> Schedule or delegate.

- Not relevant -> Delete!

The Eisenhower Decision Matrix

	Urgent	Not Urgent
Important	**Do** Fixing a critical bug in your software before a presentation.	**Decide** Planning your marketing strategy for the next quarter.
Not Important	**Delegate** Forwarding a request that doesn't fall within your expertise.	**Delete** Unsubscribing from irrelevant emails.

Organize

- Is it actionable? -> Put next action in your task list.

- Do you wait for it? -> Put on "Waiting for" list

- Repeats or happens at a specific time -> Calendar.

- If it's complete -> Archive or Delete.

Daily & Weekly Routines

- Morning: review, plan, prioritize.

- Weekly: cleanup, reflect, re-prioritize.

- Monthly: review and adjust long-term priorities.

Tools & Systems

- Apps: Google Tasks, Google Keep, Microsoft To Do, Apple Reminders, Trello, Remember the Milk, Todoist and more.

- Paper or hybrid systems.

- Choose what works and iterate.

How many statuses do you need?

Start with:

1. **To Do** – default, things to do.

2. **Waiting For** – items assigned to others.

3. **Done**

Later you can add:

- *Some Day*, *Goals*, *Ideas*, *Learn*, etc.

Leadership Tips

- Delegate effectively.

- Share calendars.

- Teach others your system.

Pitfalls & Solutions

- Over-complicating your system.

- Not reviewing regularly.

- Mixing personal & corporate tasks: be mindful of policies.

Thank You!