

Doom Emacs & Org-Mode: Progressive Tutorial

Legend

- `(SPC)` = Space key (Leader key in Doom)
 - `(M-)` = Alt/Meta key
 - `(C-)` = Control key
 - `(RET)` = Enter/Return
-

Level 1: Doom Emacs Basics

Getting Around

Learn these first:

- `(SPC f f)` - Find file (open files)
- `(SPC f r)` - Recent files
- `(SPC f s)` - Save file
- `(SPC q q)` - Quit Emacs
- `(SPC :)` - Execute command (M-x equivalent)

Window Management

- `(SPC w v)` - Split window vertically
- `(SPC w s)` - Split window horizontally
- `(SPC w w)` - Switch between windows
- `(SPC w c)` - Close current window
- `(SPC w o)` - Close other windows (keep only current)

Buffer Management

- `(SPC b b)` - Switch buffer
- `(SPC b k)` - Kill (close) buffer
- `(SPC b s)` - Save buffer
- `(SPC ,)` - Switch to last buffer

KATA 1: Basic Navigation

1. Press `SPC ff` and create a file called `practice.org`
 2. Split the window vertically with `SPC w v`
 3. Switch to the other window with `SPC w w`
 4. Open recent files with `SPC f r`
 5. Close the split with `SPC w c`
-

Level 2: Your First Org File

Creating Structure

Open your `practice.org` file and type:

```
* My First Heading  
This is some text under the heading.
```

```
*** A Subheading  
More text here.
```

```
**** A Sub-subheading  
Even more nested content.
```

Basic Org Navigation

- `TAB` - Fold/unfold current heading
- `S-TAB` (Shift+Tab) - Fold/unfold entire document
- `C-RET` - New heading at same level
- `M-RET` - New heading (smart, context-aware)
- `M-left/right` - Promote/demote heading
- `M-up/down` - Move heading up/down

KATA 2: Heading Structure

1. Create this structure (type it out):

```
* Projects
** Work
*** Project Alpha
*** Project Beta
** Personal
*** Learn Emacs
*** Home Renovation
```

2. Use **(TAB)** to fold the "Work" section
 3. Press **(M-RET)** under "Project Beta" to add "Project Gamma"
 4. Use **(M-right)** on "Project Gamma" to make it a sub-item (*****)
 5. Use **(M-up)** to move "Personal" above "Work"
-

Level 3: TODO Items & Task Management

Creating TODOs

- **(SPC m t)** - Toggle TODO state (or **(C-c C-t)**)
- Type **(TODO)** before any heading manually

In your org file:

```
* TODO Buy groceries
* TODO Call dentist
* DONE Finish report
```

TODO States

Cycle through: **(TODO)** → **(DONE)** → (none)

You can customize states in **(config.el)**:

```
elisp
(after! org
  (setq org-todo-keywords
    '((sequence "TODO(t)" "IN-PROGRESS(i)" "WAITING(w)" "|" "DONE(d)" "CANCELLED(c)"))))
```

Scheduling & Deadlines

- **(SPC m d s)** - Schedule (set start date)

- **SPC m d d** - Set deadline
- **SPC m d t** - Set timestamp
- **C-c C-c** - Clear/update timestamp

KATA 3: Task Management

Create these tasks:

```
* TODO Write report
DEADLINE: <2026-01-15 Wed>

* TODO Team meeting
SCHEDULED: <2026-01-10 Fri 14:00>

* TODO Review code
SCHEDULED: <2026-01-08 Wed> DEADLINE: <2026-01-12 Sun>
```

Practice:

1. Create a TODO item "Buy birthday gift"
 2. Press **SPC m d s** and schedule it for 3 days from now
 3. Press **SPC m d d** and set a deadline for 7 days from now
 4. Change the state to IN-PROGRESS with **SPC m t**
-

Level 4: The Agenda View

Setting Up Your Agenda

First, tell Doom where your org files are. Add to **config.el**:

```
elisp
(after! org
  (setq org-agenda-files '("~/org/")))
```

Create a directory: **mkdir -p ~/org**

Agenda Commands

- **SPC o A** - Open agenda menu
- Then press:
 - **a** - Agenda for current week
 - **t** - TODO list

- `(m)` - Match tags/properties
- `(s)` - Search

In Agenda View

- `(t)` - Toggle TODO state
- `(RET)` - Go to item
- `(q)` - Quit agenda
- `(r)` - Refresh
- `(f/b)` - Forward/backward in time
- `(j)` - Jump to date

KATA 4: Agenda Workflow

1. Create a file `~/org/tasks.org` with:

```
* TODO Morning standup
SCHEDULED: <2026-01-02 Thu 09:00>

* TODO Review PRs
SCHEDULED: <2026-01-02 Thu>

* TODO Client presentation
SCHEDULED: <2026-01-05 Sun 14:00>
DEADLINE: <2026-01-05 Sun>

* TODO Grocery shopping
SCHEDULED: <2026-01-04 Sat>
```

2. Press `(SPC o A)` then `(a)` to see your week
3. Press `(t)` on an item to mark it DONE
4. Press `(f)` to move forward a week
5. Press `(j)` and enter a date to jump

Level 5: Tags & Priorities

Tags

Add tags to any heading with `(SPC m q)` or `(C-c C-q)`

```
* TODO Prepare slides :work:presentation:  
* TODO Buy coffee :personal:shopping:  
* TODO Fix bug #123 :work:urgent:
```

Priorities

- **SPC m p** - Set priority (A, B, C)
- Shows as **[#A]** **[#B]** **[#C]**

```
* TODO [#A] Deploy to production :work:urgent:  
* TODO [#B] Update documentation :work:  
* TODO [#C] Reorganize files :personal:
```

Filtering by Tags

In agenda: **/ TAB** then type tag name

KATA 5: Organizing with Tags Create a file **~/org/projects.org**:

```
* Projects  
** TODO [#A] Finish client proposal :work:deadline:  
DEADLINE: <2026-01-06 Mon>  
  
** TODO [#B] Update portfolio website :personal:creative:  
SCHEDULED: <2026-01-10 Fri>  
  
** TODO [#C] Learn Rust :personal:learning:  
  
** TODO [#A] Fix production bug :work:urgent:  
SCHEDULED: <2026-01-02 Thu>
```

Practice:

1. Add priority **[#A]** to "Learn Rust"
2. Add tag **:hobby:** to the same item
3. Open agenda (**SPC o A**) then **(a)**
4. Filter by **:work:** tag

Level 6: Capture - Quick Task Inbox

Setting Up Capture Templates

Add to `(config.el)`:

```
elisp
(after! org
  (setq org-capture-templates
    '(("t" "Todo" entry (file+headline "~/org/inbox.org" "Tasks")
        "* TODO %?\n %i\n %a")
      ("j" "Journal" entry (file+datetree "~/org/journal.org")
        "* %?\nEntered on %U\n %i\n %a")
      ("m" "Meeting" entry (file+headline "~/org/meetings.org" "Meetings")
        "* %? :meeting:\n%U\n** Attendees\n- \n** Notes\n")
      ("n" "Note" entry (file+headline "~/org/notes.org" "Notes")
        "* %?\n%U\n"))))
```

Using Capture

- `[SPC X]` or `[SPC n n]` - Open capture menu
- Select template letter
- Fill in details
- `[C-c C-c]` - Save and close
- `[C-c C-k]` - Cancel

KATA 6: Capture Workflow

1. From anywhere in Emacs, press `[SPC X]`
2. Press `[t]` for Todo template
3. Type "Research Doom Emacs plugins"
4. Press `[C-c C-c]` to save
5. Open `(~/org/inbox.org)` to see your captured task
6. Try capturing a journal entry with `[SPC X]` then `[j]`

Level 7: Calendar & Meeting Management

Creating Meeting Templates

In `~/org/meetings.org`:

```
* Meetings
** TODO Weekly team sync      :meeting:recurring:
SCHEDULED: <2026-01-06 Mon 10:00 +1w>
*** Agenda
- [ ] Sprint progress
- [ ] Blockers
- [ ] Next week planning

** TODO 1-on-1 with Manager      :meeting:
SCHEDULED: <2026-01-08 Wed 14:00>
*** Discussion Points
- Career development
- Current projects
- Feedback

** TODO Client kickoff call      :meeting:important:
SCHEDULED: <2026-01-10 Fri 09:00-10:30>
*** Attendees
- Alice (Client)
- Bob (Project Manager)
- Me
*** Agenda
1. Introductions
2. Project scope
3. Timeline
4. Next steps
```

Date/Time Features

- `C-c .` - Insert timestamp
- `S-up/down` - Adjust date/time
- `C-c C-d` - Deadline
- `C-c C-s` - Schedule
- Repeating: `+1w` (weekly), `+2d` (2 days), `+1m` (monthly)

KATA 7: Meeting Management Create this meeting structure:

* TODO Sprint Planning :meeting:team:
SCHEDULED: <2026-01-07 Tue 14:00-16:00 +2w>

** Goals

- [] Review completed items

- [] Plan next sprint

- [] Assign tasks

** Attendees

- Team Lead

- Developers

- Product Owner

Practice:

1. Set a recurring weekly meeting on Mondays at 9 AM
 2. Add checkboxes with [- []) for agenda items
 3. Toggle checkbox completion with (C-c C-c) on the checkbox line
-

Level 8: Journal System

Daily Journal Setup

Create (~org/journal.org) with date tree structure:

* 2026

** 2026-01 January

*** 2026-01-01 Wednesday

**** Morning Reflection

Today's goals:

- [] Complete tutorial

- [] Plan weekend

**** Evening Review

Accomplishments:

- Learned Doom Emacs basics

- Set up org-mode workflow

Thoughts: Great progress today!

Journal Commands

- (SPC n j j) - Jump to today's journal entry
- (SPC m v) - Show inline images (for embedding)

Quick Journal Capture

Your capture template (already in config above):

```
elisp
("j" "Journal" entry (file+datetree "~/org/journal.org")
 "* %?\nEntered on %U\n %i\n %a")
```

KATA 8: Daily Journaling

1. Press **SPC X** then **j** for journal capture
2. Write: "Today I learned about Doom Emacs navigation"
3. Save with **C-c C-c**
4. Open [~/org/journal.org](#) to see the entry
5. Add a reflection heading manually:

*** 2026-01-01 Wednesday

***** What I Learned

- Doom Emacs keybindings
- Org-mode structure

***** Gratitude

- Patient community
- Great documentation

Level 9: Checklists & Progress Tracking

Creating Checklists

* TODO Project Launch Checklist [1/5]

- [X] Design mockups
- [] Frontend implementation
- [] Backend API
- [] Testing
- [] Deployment

** Deployment Steps [0/3]

- [] Review code
- [] Update documentation
- [] Deploy to staging

Checkbox Commands

- **C-c C-c** - Toggle checkbox (on the line)
- **M-S-RET** - New checkbox
- Progress updates automatically: **[1/5]** or **[20%]**

Properties & Effort Estimates

- **SPC m o** - Set property
- Common properties:
 - **EFFORT**: Time estimate (e.g., "2h", "30m")
 - **CATEGORY**: Grouping
 - **PRIORITY**: If not using [#A] style

```
* TODO Write documentation
:PROPERTIES:
:EFFORT: 4h
:CATEGORY: Documentation
:END:
```

KATA 9: Project Tracking Create a project with subtasks:

```
* TODO Launch Personal Website [0/4]
DEADLINE: <2026-01-31 Fri>
** TODO [#A] Design homepage [0/3]
- [ ] Wireframe
- [ ] Color scheme
- [ ] Typography
** TODO [#B] Write content
** TODO [#C] Set up hosting
*** TODO Review and launch
```

Practice:

1. Toggle one checkbox complete
2. Notice the progress counter update
3. Add **EFFORT** property to one task (type **:PROPERTIES:** manually or use **SPC m o**)
4. Mark one subtask DONE and see the fraction change

Level 10: Advanced Agenda & Custom Views

Column View for Planning

- **C-c C-x C-c** - Enable column view
- Shows properties in spreadsheet format
- Great for effort estimates

Custom Agenda Views

Add to **config.el**:

```
elisp
(after! org
  (setq org-agenda-custom-commands
    '(("w" "Work tasks" tags-todo "work"
       ((org-agenda-overriding-header "Work Tasks")))
      ("p" "Personal tasks" tags-todo "personal"
       ((org-agenda-overriding-header "Personal Tasks")))
      ("u" "Urgent tasks" tags-todo "urgent|PRIORITY=\"A\""
       ((org-agenda-overriding-header "Urgent & High Priority")))
      ("n" "Next 7 days" agenda ""
       ((org-agenda-span 7)
        (org-agenda-start-day "+0d")))
      ("r" "Weekly Review"
       ((agenda "" ((org-agenda-span 7)))
        (todo "TODO")
        (tags "project"))))))
```

Using Custom Views

- **SPC o A** then letter (w, p, u, n, r)

KATA 10: Custom Workflow

1. Reload config: **SPC h r r**
2. Open agenda with **SPC o A**
3. Try custom view **w** for work tasks
4. Try **n** for next 7 days
5. Create your own custom view for weekend planning

Level 11: Complete Workflow Integration

Morning Routine

1. Open Doom: `emacs`
2. Check agenda: `SPC o A` then `a`
3. Review TODOs: `SPC o A` then `t`
4. Journal entry: `SPC X` then `j`
5. Plan day: Add tasks with `SPC X` then `t`

During the Day

- Quick capture: `SPC X` (from anywhere)
- Check time: Look at agenda
- Update status: `SPC m t` on tasks
- Take notes: `SPC X` then `n`

Evening Review

1. Open journal: `SPC f f` → `~/org/journal.org`
2. Review accomplishments
3. Mark tasks DONE in agenda
4. Plan tomorrow: Schedule tasks for tomorrow
5. Archive completed items: `SPC m A` (org-archive)

Weekly Review Template

Create [~/org/weekly-review.org](#):

* Weekly Review Template

** Week of [DATE]

*** Wins

-

*** Challenges

-

*** What I Learned

-

*** Next Week Goals

- []

- []

- []

*** Metrics

- Tasks completed:

- Meetings attended:

- Hours focused:

KATA 11: Full Day Simulation

Simulate a work day:

1. Morning (9 AM):

- Open agenda
- Journal: "Goals for today"
- Create 3 TODOs for today

2. Midday (12 PM):

- Mark 1 task DONE
- Capture a quick note about lunch meeting
- Schedule task for tomorrow

3. Evening (6 PM):

- Review agenda
- Mark remaining tasks DONE or reschedule
- Journal: "What I accomplished"
- Plan 3 tasks for tomorrow

Level 12: GTD (Getting Things Done) Setup

Understanding GTD in Org-Mode

GTD has 5 steps:

1. **Capture** - Get everything out of your head
2. **Clarify** - Process what it means
3. **Organize** - Put it where it belongs
4. **Reflect** - Review and update
5. **Engage** - Do the work

GTD File Structure

```
~/org/gtd/
├── inbox.org      # Capture everything here
├── next.org       # Next actions (actionable tasks)
├── projects.org   # Projects (multi-step outcomes)
├── waiting.org    # Waiting for others
├── someday.org    # Someday/Maybe ideas
├── tickler.org    # Date-specific reminders
├── reference.org  # Reference material
└── archive.org    # Completed items
```

GTD Contexts (Tags)

Use tags to define WHERE or WITH WHAT you can do a task:

```
:@home:    - At home
:@work:    - At work/office
:@computer: - Needs computer
:@phone:   - Phone calls
:@errands: - While running errands
:@online:  - Internet required
:@anywhere: - Can do anywhere
:@waiting: - Waiting for someone
```

GTD Configuration

Add to `(config.el)`:

```
elisp
```

```

(after! org
  ;; GTD files
  (setq org-agenda-files '("~/org/gtd/"))

  ;; GTD todo keywords
  (setq org-todo-keywords
    '((sequence "TODO(t)" "NEXT(n)" "WAITING(w)" "|" "DONE(d)" "CANCELLED(c)")))

  ;; GTD tags
  (setq org-tag-alist '(:startgroup . nil)
    ("@work" . ?w) ("@home" . ?h) ("@computer" . ?c)
    ("@phone" . ?p) ("@errands" . ?e) ("@online" . ?o)
    (:endgroup . nil)
    ("project" . ?j)
    ("lowenergy" . ?l)
    ("highenergy" . ?g)))

  ;; GTD capture templates
  (setq org-capture-templates
    ('("i" "Inbox" entry (file "~/org/gtd/inbox.org")
      "* %?%\n%U\n")
     ("t" "Todo with link" entry (file "~/org/gtd/inbox.org")
      "* TODO %?\n%U\n%a\n")
     ("m" "Meeting" entry (file "~/org/gtd/inbox.org")
      "* MEETING %? :meeting:\n%U\n")
     ("p" "Phone call" entry (file "~/org/gtd/inbox.org")
      "* TODO %? :@phone:\n%U\n")
     ("T" "Tickler" entry (file "~/org/gtd/tickler.org")
      "* %?\n%^\n")))

  ;; GTD custom agenda views
  (setq org-agenda-custom-commands
    ('("g" "GTD Overview"
      ((agenda "" ((org-agenda-span 1)
        (org-agenda-overriding-header "Today's Schedule")))
       (todo "NEXT"
         ((org-agenda-overriding-header "Next Actions"))))
      (todo "WAITING"
        ((org-agenda-overriding-header "Waiting For")))
      (tags-todo "@work"
        ((org-agenda-overriding-header "Work Tasks"))))
      (tags-todo "@home"))
     ("n" "Next Actions"
       ((org-agenda-overriding-header "Next Actions")))
     ("w" "Waiting For"
       ((org-agenda-overriding-header "Waiting For")))
     ("d" "Done"
       ((org-agenda-overriding-header "Done")))
     ("c" "Cancelled"
       ((org-agenda-overriding-header "Cancelled")))))

```

((org-agenda-overriding-header "Home Tasks"))))

("w" "Work Context" tags-todo "@work"
((org-agenda-overriding-header "Work Tasks")))

("h" "Home Context" tags-todo "@home"
((org-agenda-overriding-header "Home Tasks"))))

("n" "Next Actions" todo "NEXT"
((org-agenda-overriding-header "Next Actions"))))

("p" "Projects" tags "project"
((org-agenda-overriding-header "Projects"))))))

GTD Project Definition

A project = any outcome requiring more than one action

In `(projects.org)`:

```
* PROJECT Website Redesign      :project:@work:  
** NEXT Create wireframes     :@computer:  
** TODO Review with team       :@work:meeting:  
** TODO Get client feedback    :@phone:  
** TODO Implement design       :@computer:  
** TODO Deploy to staging      :@computer:
```

KATA 12A: GTD File Setup

1. Create the GTD folder structure: `(mkdir -p ~/org/gtd)`
2. Create all GTD org files listed above
3. Add the GTD configuration to your `(config.el)`
4. Reload config: `(SPC h r r)`
5. Test capture: `(SPC X) → (i)` (inbox)
6. Open GTD agenda: `(SPC o A) → (g)`

Level 13: GTD Capture & Clarify

The Inbox Processing Workflow

Rule: Inbox must hit zero regularly (daily or weekly)

Open `inbox.org` and for each item ask:

1. Is it actionable?

- NO → Delete, Reference, or Someday
- YES → Continue...

2. What's the next action?

- Define the VERY NEXT physical action
- "Email John about proposal" not "Deal with proposal"

3. Will it take less than 2 minutes?

- YES → Do it now!
- NO → Continue...

4. Is it a project? (Multiple steps needed)

- YES → Refile to `projects.org`, add NEXT action to `next.org`
- NO → Continue...

5. What's the context?

- Add appropriate tag (@work, @home, etc.)
- Refile to `next.org`

Processing Keyboard Flow

1. Open `inbox.org`

2. On first item:

- SPC m t → Set TODO state (NEXT or WAITING)
- SPC m q → Add context tag
- SPC m d s → Schedule if needed
- SPC m r → Refile to appropriate file

3. Repeat for each item

Example Inbox Processing Session

Raw Inbox Items:

- * Buy new headphones
- * Plan vacation
- * Email client about contract
- * Fix bug in production
- * Learn Spanish
- * Organize garage

After Processing:

In **next.org**:

* NEXT Buy noise-canceling headphones :@errands:@online:
SCHEDULED: <2026-01-05 Sun>
Budget: \$200-300

* NEXT Email Sarah about Q1 contract renewal :@work:@computer:
DEADLINE: <2026-01-03 Fri>

In **projects.org**:

* PROJECT Summer Vacation Planning :project:@home:
** NEXT Research destinations :@computer:
** TODO Check flight prices :@online:
** TODO Book accommodation :@online:
** TODO Create packing list

* PROJECT Garage Organization :project:@home:
** NEXT Buy storage containers :@errands:
** TODO Sort tools
** TODO Donate old items

In **someday.org**:

* Learn Spanish :someday:learning:
Could use Duolingo or take classes. Review in 3 months.

* Fix minor UI bug in production :someday:@work:
Low priority, cosmetic only. Add to next sprint if time.

KATA 13: Inbox Processing

1. Add these items to your inbox (use **SPC X** → **i** for each):

- "Call dentist for checkup"
- "Prepare presentation for client meeting"
- "Buy groceries"
- "Update team documentation"
- "Learn Docker"

2. Process each item:

- Decide: actionable or not?

- Set TODO state (NEXT/TODO/WAITING)
 - Add context tags
 - Refile to correct file
3. Your inbox.org should be empty when done!
-

Level 14: GTD Organize & Contexts

Next Actions File Structure

next.org should have your immediate, actionable items:

```
* NEXT Actions
** @work
*** NEXT Review pull requests      :@work:@computer:
*** NEXT Call vendor about renewal :@work:@phone:
SCHEDULED: <2026-01-03 Fri 14:00>

** @home
*** NEXT Fix leaky faucet        :@home:
*** NEXT Meal prep for week      :@home:

** @computer
*** NEXT Update LinkedIn profile   :@computer:
*** NEXT File taxes online        :@computer:@online:

** @errands
*** NEXT Pick up dry cleaning     :@errands:
*** NEXT Post office - mail package :@errands:

** @anywhere
*** NEXT Read chapter 3          :@anywhere:
*** NEXT Brainstorm blog topics   :@anywhere:
```

Energy-Based Tags

Add these to your tags for better task selection:

```
:lowenergy: - For when you're tired
:highenergy: - Requires focus and energy
:quick:      - Under 15 minutes
```

Example:

* NEXT Review code PR #234	:@work:@computer:highenergy:
* NEXT File expense reports	:@work:@computer:lowenergy:
* NEXT Clean inbox	@computer:lowenergy:quick:

Waiting For Tracking

waiting.org) for items blocked on others:

```
* WAITING For
** WAITING Response from client on proposal  :@work:
SCHEDULED: <2026-01-03 Fri>
:PROPERTIES:
:WAITING_FOR: John Smith
:CONTACTED: [2025-12-28 Sat]
:END:

** WAITING Server access from IT      :@work:
:PROPERTIES:
:WAITING_FOR: IT Department
:CONTACTED: [2026-01-01 Wed]
:FOLLOW_UP: [2026-01-08 Wed]
:END:

** WAITING Book recommendation from friend  :@home:
```

Context-Based Work Session

The GTD Work Flow:

1. Open agenda: **(SPC o A)** → **(g)** (GTD overview)
2. Look at time available
3. Look at energy level
4. Look at context (where are you?)
5. Filter tasks: **(/ TAB)** then type context tag
6. Pick a task and do it!

KATA 14: Context Organization

1. Create 10 NEXT actions across different contexts:
 - 3 @work tasks
 - 2 @home tasks
 - 2 @computer tasks

- 2 @phone tasks
 - 1 @errands task
2. Add energy tags to each (highenergy/lowenergy)
 3. Create 3 WAITING items in waiting.org with properties
 4. Practice filtering:
 - $\boxed{\text{SPC o A}} \rightarrow \boxed{w}$ (work context)
 - $\boxed{\text{SPC o A}} \rightarrow \boxed{h}$ (home context)
 5. Simulate: "I'm at home with 30 minutes and low energy"
 - Which tasks would you pick?
-

Level 15: GTD Projects & Reflect

Project Planning Template

Every project needs:

1. Desired outcome
2. Next action (always!)
3. Success criteria
4. Supporting materials

In $\boxed{\text{projects.org}}$:

* PROJECT Launch Personal Blog

:project:@computer:writing:

:PROPERTIES:

:OUTCOME: Professional blog with 10 published posts

:SUCCESS: 100 unique visitors/month

:DEADLINE: <2026-03-31 Tue>

:END:

** Purpose

Build personal brand and share knowledge about software development

** Success Metrics

- [] 10 published posts
- [] 100 visitors/month
- [] Email signup form
- [] RSS feed working

*** NEXT Choose blogging platform

@computer:@online:

Research options: Ghost, Hugo, WordPress

SCHEDULED: <2026-01-05 Sun>

** TODO Design blog layout

@computer:

** TODO Write first 3 posts

@computer:writing:

** TODO Set up analytics

@computer:

** TODO Share on social media

@online:

** Waiting

*** WAITING Friend's feedback on design

@waiting:

** Notes

- Focus on technical tutorials

- Post weekly on Wednesdays

Weekly Review Process

Critical GTD Habit: Weekly Review (60-90 minutes)

Add to config.el:

elisp

```

(setq org-capture-templates
      (append org-capture-templates
              '(("r" "Weekly Review" entry (file+headline "~/org/gtd/reviews.org" "Weekly Reviews")
                  "* Week of %<%Y-%m-%d>"

*** Collect Loose Items
- [ ] Check email for action items
- [ ] Check Slack/messages
- [ ] Check physical inbox
- [ ] Check meeting notes

*** Process
- [ ] Process inbox to zero
- [ ] Review next actions
- [ ] Review waiting for (follow up?)
- [ ] Review projects (progress? stuck?)
- [ ] Review someday/maybe (promote any?)

*** Plan Next Week
- [ ] Check calendar
- [ ] Define 3 key outcomes
- [ ] Schedule important tasks

*** Reflect
What went well:
-
What to improve:
-
Energy level:
Focus level:
"))

```

Weekly Review Checklist

Every week (Friday afternoon or Sunday):

1. **GET CLEAR** (30 min)
 - Process inbox to zero
 - Process notes, emails, messages
 - Capture loose thoughts

2. **GET CURRENT** (20 min)
 - Review NEXT actions

- Review WAITING items (follow up)
- Review calendar (past and future)
- Review projects (stalled? progress?)

3. GET CREATIVE (10 min)

- Review SOMEDAY/MAYBE
- Any new projects?
- Any to promote to active?

4. PLAN AHEAD (20 min)

- Define next week's focus
- Schedule critical tasks
- Block time for deep work

Project Review Template

For each active project, ask:

- What's the desired outcome?
- Is this still relevant?
- What's the next action?
- Is anything blocking progress?
- Move to someday or cancel?

KATA 15: Weekly Review Practice

Part 1: Create Projects Create 3 projects in projects.org:

1. PROJECT Write Technical Article :project:@computer:
(3-4 next actions)

2. PROJECT Home Office Upgrade :project:@home:
(4-5 next actions)

3. PROJECT Learn Rust Programming :project:@computer:learning:
(5+ next actions)

Part 2: Simulate Weekly Review

1. Capture the weekly review template: **SPC X** → **r**
2. Go through each checklist item:

- Review your next.org
- Review your projects.org
- Review your waiting.org
- Check anything to move to someday.org

3. Mark items DONE or reschedule

4. Define 3 key outcomes for next week

Part 3: Project Health Check For each project:

- Verify it has a NEXT action
 - If stuck, capture why in notes
 - If no progress in 2 weeks, consider moving to someday
-

Level 16: GTD Advanced Workflows

Tickler File System

([tickler.org](#)) for date-specific reminders:

```
* Tickler Items
** TODO Boss's birthday card      :@errands:
SCHEDULED: <2026-01-10 Fri>

** TODO Tax documents due        :@computer:@online:
SCHEDULED: <2026-04-10 Thu>
Reminder to gather receipts in March

** TODO Car insurance renewal    :@phone:
SCHEDULED: <2026-06-01 Sun>

** TODO Review yearly goals     :@anywhere:
SCHEDULED: <2026-07-01 Tue>
```

Someday/Maybe Management

([someday.org](#)) for ideas you're not ready to commit to:

* Someday/Maybe
** Learning & Skills
*** Learn piano
*** Study machine learning
*** Take photography course

** Projects & Goals
*** Write a book
*** Start a podcast
*** Learn woodworking

** Travel & Experiences
*** Visit Japan
*** Road trip across US
*** Learn scuba diving

** Review Quarterly

Add trigger: SCHEDULED: <2026-04-01 Tue +3m>

Horizons of Focus (GTD Altitude Framework)

Organize by life altitude:

* Runway (Current Actions) → next.org

- Next actions
- Calendar items

* 10,000ft (Projects) → projects.org

- Current projects
- Each with outcome defined

* 20,000ft (Areas of Focus) → areas.org

- Health & Fitness
- Career & Skills
- Finance
- Relationships
- Home & Environment

* 30,000ft (Goals - 1-2 years) → goals.org

- Get promotion
- Learn new tech stack
- Save \$10k emergency fund

* 40,000ft (Vision - 3-5 years) → vision.org

- Career trajectory
- Life situation goals

* 50,000ft (Purpose & Principles) → purpose.org

- Life purpose
- Core values

Natural Planning Model

For complex projects, use NPM:

1. Purpose & Principles

- Why are we doing this?
- What are the boundaries?

2. Outcome Visioning

- What would success look like?
- Describe the end state

3. Brainstorming

- All possible steps
- Don't filter yet

4. Organizing

- Sequence the steps
- Identify dependencies

5. Next Actions

- What's the immediate next action?

Template:

* PROJECT Website Redesign :project:@work:
** 1. Purpose
Modernize site to increase conversion rate by 30%

** 2. Vision of Success
- Clean, modern design
- Mobile-responsive
- Sub-2s load time
- A/B tested and optimized

** 3. Brainstorm
- [] Review analytics
- [] User interviews
- [] Competitor analysis
- [] Wireframes
- [] Design mockups
- [] Development
- [] Testing
- [] Launch

** 4. Organize
Phase 1: Research (Weeks 1-2)
Phase 2: Design (Weeks 3-4)
Phase 3: Development (Weeks 5-8)
Phase 4: Testing & Launch (Week 9)

** 5. Next Actions
*** NEXT Review Google Analytics for user behavior :@computer:
SCHEDULED: <2026-01-03 Fri>

KATA 16: Advanced GTD Setup

Part 1: Tickler System

1. Create 5 tickler items for future dates
2. Schedule them across the next 6 months

3. Open agenda and jump to one: `(SPC o A)` → `(a)` → `(j)` (jump to date)

Part 2: Someday/Maybe

1. Create 3 categories in someday.org
2. Add 10 ideas you're not ready to commit to
3. Add a quarterly review reminder

Part 3: Natural Planning

1. Pick one complex project
2. Use the Natural Planning Model template
3. Work through all 5 steps
4. Extract the immediate next action
5. Refile next action to next.org

Part 4: Areas of Focus

1. Create areas.org
2. List your 5-7 life areas
3. For each area, list:
 - Current state
 - Desired state
 - One active project
 - One someday idea

Level 17: GTD Daily Workflow

Morning Routine (15 minutes)

1. Open Doom
2. SPC o A → g (GTD overview)
3. Review today's calendar
4. Review NEXT actions
5. Pick 3 MITs (Most Important Tasks)
6. Time-block them on calendar

MIT Selection:

* Today's MITs

** TODO [#A] Complete client proposal :@work:@computer:hightenergy:

Time block: 9:00-11:00

** TODO [#A] Review and merge PRs :@work:@computer:

Time block: 2:00-3:30

** TODO [#B] Call insurance about claim :@phone:

Time block: 11:00-11:15

Throughout the Day

When something comes up:

1. `SPC X` → `i` (capture to inbox)
2. Add brief note
3. `C-c C-c` (save and forget)
4. Continue with current task

Between tasks:

1. Mark current task DONE: `SPC m t`
2. Check context: Where am I? What's my energy?
3. `SPC o A` → filter by context
4. Pick next task

End of Day (10 minutes):

1. Process inbox items (if urgent)
2. Mark tasks DONE or reschedule
3. Review tomorrow's calendar
4. Capture: "Tomorrow's focus"
5. Close all work buffers

Weekly Rhythm

Monday Morning:

- Full weekly review
- Set weekly goals (3-5 outcomes)
- Schedule MITs for the week

Mid-Week Check (Wednesday):

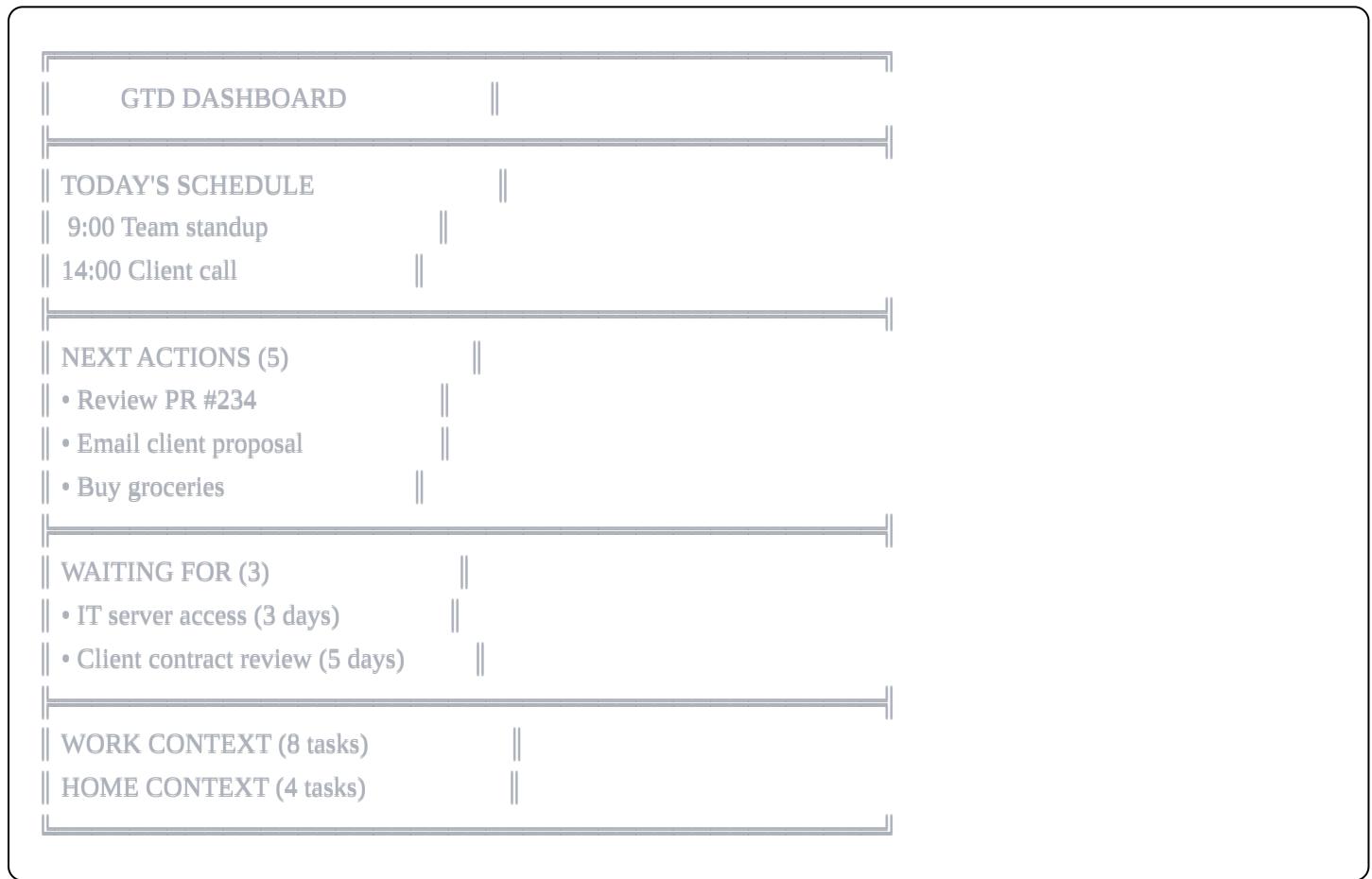
- Quick review of projects
- Adjust schedule if needed
- Process inbox if building up

Friday Afternoon:

- Close open loops
- Quick project review
- Plan next week's MITs

GTD Agenda Dashboard

Your **SPC o A** → **(g)** should show:



KATA 17: GTD Daily Practice

Simulate a Full Day:

9:00 AM - Morning:

1. Open GTD dashboard
2. Review schedule

3. Select 3 MITs from NEXT actions
4. Prioritize with [#A], [#B], [#C]

11:30 AM - Mid-Morning:

1. Capture: "Boss asked about Q4 report"
2. Leave in inbox (process later)
3. Return to MIT

1:00 PM - After Lunch:

1. Mark morning MIT as DONE
2. Check contexts for afternoon task
3. Filter by @computer and lowenergy
4. Pick next task

3:00 PM - Interruption:

1. Capture: "Server alert - investigate tonight"
2. Add to inbox
3. Continue current task

5:00 PM - End of Day:

1. Process inbox (4 items)
2. Refile appropriately
3. Review tomorrow's schedule
4. Plan tomorrow's MITs

Repeat for 7 days to build the habit!

GTD Real-World Scenarios

Scenario 1: Email Avalanche

Situation: 50 emails in inbox requiring action

GTD Workflow:

1. For each email:

SPC X → t (capture with link)

Subject: "Reply to John about proposal"

Tag: @work:@computer:

2. Don't process emails now - just capture

3. Later, process inbox and batch @computer tasks

4. Reply to all at once

Org Template:

* TODO Reply to John about proposal :@work:@computer:

[2026-01-02 Thu 10:23]

From email: [[mu4e:msgid:abc123][John's Email]]

Key points to address:

- Budget concerns
- Timeline
- Resource allocation

Scenario 2: Meeting Brain Dump

Situation: Just finished meeting with 10 action items

GTD Workflow:

During meeting:

1. Create meeting note (SPC X → m)
2. List everything discussed
3. After meeting, process notes

Processing:

1. Extract action items
2. For each: SPC X → i (capture)
3. Add context and refile
4. Archive meeting note or keep as reference

Example Processing:

Meeting Note → Extract Actions:

- "Follow up with vendor" → NEXT @phone
- "Update documentation" → NEXT @computer
- "Schedule team review" → NEXT @work
- "Review contract" → WAITING (legal team)

Scenario 3: Overwhelming Project

Situation: Boss assigns huge project, feeling overwhelmed

GTD Workflow:

1. Capture to inbox: "Launch new product line"
2. Use Natural Planning Model:
 - * PROJECT Launch new product line
 - *** Purpose: Expand market share
 - *** Vision: Successful launch by Q2
 - *** Brainstorm: [list everything]
 - *** Organize: [sequence steps]
 - *** NEXT: Schedule kickoff meeting :@work:@phone:
3. Break into sub-projects if needed:
 - * PROJECT Market research
 - * PROJECT Product development
 - * PROJECT Marketing campaign
4. Only focus on NEXT actions - ignore the rest

Scenario 4: Constant Interruptions

Situation: Can't focus, interruptions every 15 minutes

GTD Workflow:

Interruption arrives:

1. SPC X → i (2 seconds)
2. Type quick note
3. C-c C-c (done)
4. Return to current task

Your buffer:

* Current focused task: [#A] Write proposal

Time block: 9:00-11:00 (Do Not Disturb)

Inbox captures during block:

- Boss wants update
- Server alert notification
- Colleague question about API
- Idea for blog post

After focus block:

Process inbox, handle urgent, schedule rest

Scenario 5: Multiple Conflicting Priorities

Situation: Boss, client, and partner all need things "urgently"

GTD Workflow:

1. Capture all requests to inbox

2. During processing, ask:

- What's the true deadline?
- What's the impact of delay?
- Can I negotiate?

3. Mark actual priorities:

- * TODO [#A] Client deliverable DEADLINE: <2026-01-03>
- * TODO [#B] Boss request DEADLINE: <2026-01-05>
- * TODO [#C] Partner question (negotiate timeline)

4. Communicate expectations:

- Tell people realistic completion dates
- Update if priorities change

Scenario 6: Energy Crash at 2 PM

Situation: Post-lunch energy dip, can't focus on hard tasks

GTD Workflow:

Check agenda with energy filter:

SPC o A → custom view

Show only:

- :lowenergy: tasks
- :quick: tasks
- :@phone: tasks (can walk around)

Good 2 PM tasks:

- File expense reports
- Clean email inbox
- Make phone calls (walking)
- Review and comment on documents

Bad 2 PM tasks:

- Write code
- Strategic planning
- Complex problem solving

Energy-Based Organization:

* NEXT Write algorithm :@computer:highenergy:

Best time: 9-11 AM

* NEXT File receipts :@computer:lowenergy:quick:

Best time: 2-3 PM

* NEXT Review designs :@computer:lowenergy:

Best time: After lunch

Scenario 7: Waiting Forever

Situation: Task stuck waiting on someone for 2 weeks

GTD Workflow:

In waiting.org:

* WAITING Server access from IT :@work:

SCHEDULED: <2025-12-20 Fri>

:PROPERTIES:

:WAITING_FOR: Jane from IT

:CONTACTED: [2025-12-20 Fri]

:FOLLOW_UP: [2026-01-03 Fri]

:END:

Today is 2026-01-03, follow-up date arrived:

Actions:

1. Check email/Slack for response
2. Send polite follow-up
3. Escalate if critical
4. Update FOLLOW_UP date: [2026-01-10]
5. Add note about escalation path

Scenario 8: Vacation Planning

Situation: Going on vacation, need to clear and prepare

GTD Workflow:

Two weeks before:

1. Review all NEXT actions
2. Complete or delegate critical items
3. Update WAITING items with contacts
4. Create handoff document

* Vacation Prep Checklist

*** Before Leaving

- [] Set out-of-office message
- [] Delegate urgent items
- [] Complete payroll approval
- [] Brief team on critical issues
- [] Clear desk/close loops

** Return Preparation

SCHEDULED: <2026-01-20 Mon>

- [] Schedule catch-up meetings
- [] Review email/Slack
- [] Process inbox
- [] Update projects
- [] Full weekly review

Scenario 9: Idea Avalanche

Situation: Creative burst - 20 ideas in 10 minutes

GTD Workflow:

Don't evaluate - just capture!

Rapid fire SPC X → i:

- * Build mobile app
- * Write book about GTD
- * Learn woodworking
- * Start podcast
- * Create online course
- * Remodel kitchen
- * [15 more ideas...]

Later during processing:

- Actionable now? → next.org
- Maybe later? → someday.org
- Just interesting? → reference.org
- Not realistic? → Delete

During quarterly review:

- Revisit someday.org
- What resonates now?
- Promote 1-2 to active projects

Scenario 10: System Feels Overwhelming

Situation: GTD system has too many items, feels like burden

GTD Reset Workflow:

1. Stop capturing temporarily (1-2 days)

2. Aggressive pruning:

- * NEXT actions: Keep only top 15-20
- * Projects: Active ≤ 10 , rest to someday
- * Someday: Delete 50% (be ruthless)
- * Waiting: Follow up or delete

3. One-week sprint:

- Focus only on top 3 projects
- Complete or cancel old tasks
- Clear the decks

4. Restart with cleaner system

- Stricter capture criteria
- Weekly review is mandatory
- Say "no" more often

5. Remember: GTD is meant to reduce stress, not create it

GTD Anti-Patterns (What NOT to Do)

✗ Don't: Over-Organize Before Processing

Wrong:

* TODO Email John... is this work or personal?

Let me create categories first...

Actually should I tag this?

What's the priority?

[10 minutes later, still on one item]

Right:

* TODO Email John about proposal

[Capture and move on, process later]

✗ Don't: Skip Weekly Review

Missing weekly reviews → System decay → Distrust → Abandonment

Symptom: Projects with no next actions, overdue waiting items, someday graveyard

Fix: Schedule weekly review like a doctor's appointment - non-negotiable

Don't: Make Next Actions Too Vague

Wrong:

- "Deal with proposal" (What does "deal" mean?)
- "Work on website" (Too broad)
- "Think about career" (Not an action)

Right:

- "Email John draft proposal with pricing" (@work @computer)
- "Update homepage hero image" (@computer)
- "Schedule coffee with mentor about career" (@phone)

Don't: Use org-mode as Todo App Only

GTD is a complete system. Missing pieces:

- No capture = stress
- No projects = no progress
- No contexts = inefficient
- No waiting = blocked tasks
- No someday = missed opportunities

Don't: Perfectionism in Processing

Wrong:

* TODO Email client
[Spends 20 minutes on perfect tags,
finding perfect project link,
writing detailed notes]

Right:

* TODO Email client about Q1 contract :@work:@computer:
[2 minutes max, get to next item]

Don't: Capture Random Thoughts as Actions

Wrong:

- * TODO Maybe I should learn piano sometime
- * TODO Wouldn't it be cool to visit Japan
- * TODO Should probably eat healthier

Right:

These go to someday.org or reference.org,
not as next actions!

Don't: Ignore Contexts

Working on @errands tasks while @computer → Inefficient

Use contexts:

- Batch @phone calls
 - Batch @errands when going out
 - Do @highenergy tasks in morning
 - Save @lowenergy for afternoon
-

GTD Success Stories & Motivation

Why GTD + Org-Mode Works

- 1. Reduces Mental Load** Before: "What am I forgetting? Did I...?" After: "It's all in the system, I can relax"
- 2. Increases Focus** Before: "What should I work on? So many choices!" After: "I'm @computer with high energy → Here are my options"
- 3. Builds Trust** Before: "I'll remember to..." After: "I captured it, I'll see it when relevant"
- 4. Creates Momentum** Before: "This project is overwhelming" After: "What's the next action? Just do that."
- 5. Enables Saying No** Before: "I guess I can fit it in..." After: "Let me check my commitments... No, I can't take that on."

Common Breakthroughs

Week 2: "Oh! I actually CAN get my inbox to zero!"

Week 4: "The weekly review reveals so many stuck projects!"

Week 8: "I'm much more productive with context filtering"

Week 12: "The system just runs now, it's natural"

Month 6: "I can't imagine working without GTD anymore"

Your GTD Journey

Remember:

- Week 1 will feel awkward
- Week 2-4 you'll want to quit
- Week 5-8 you'll see the benefits
- Week 9-12 it becomes natural
- After that, it's just how you work

The key: Stick with it through the awkward phase!

Common Pitfalls

Problem: Inbox never gets to zero

- Solution: Schedule daily 15-min processing time
- Process top-to-bottom, don't skip items

Problem: Too many NEXT actions

- Solution: Review if items are truly "next"
- Move some to project support materials
- Be more selective about commitments

Problem: Projects don't have next actions

- Solution: During weekly review, verify every project has ≥ 1 NEXT
- If stuck, add a "brainstorm next steps" action

Problem: WAITING items never get follow-up

- Solution: Add scheduled reminders
- Check WAITING list daily

Problem: SOMEDAY becomes a graveyard

- Solution: Quarterly review
- Delete ruthlessly: "Will I really do this?"

GTD Pro Tips

1. **2-Minute Rule:** If it takes <2min, do it immediately
2. **One-Touch Processing:** Decide on first contact with inbox item
3. **Energy Matching:** Match task energy to your current state
4. **Context Batching:** Do all @phone calls together
5. **Weekly Review Sacred:** Non-negotiable weekly appointment
6. **Capture Everything:** Brain dump regularly
7. **Review Projects Weekly:** Every single one
8. **Close Open Loops:** If thinking about it, capture it
9. **Outcome, Not Action:** Projects describe results, not tasks
10. **Next is Physical:** "Email John" not "Think about proposal"

GTD Metrics to Track

In your weekly review, track:

- * Metrics
- ** Week of [DATE]
- Inbox items processed: X
- Projects active: X
- Projects completed: X
- Next actions completed: X
- Waiting items resolved: X
- Someday items promoted: X
- Capture usage: X times/day

KATA 18: Full GTD Week Simulation

Day 1 (Monday):

- Morning: Full weekly review
- Process inbox to zero
- Define 3 weekly outcomes
- Schedule MITs for the week

Day 2-4 (Tue-Thu):

- Each morning: Quick agenda review
- Throughout day: Capture everything
- Evening: Process inbox

Mark tasks DONE

Day 5 (Friday):

- Close open loops
- Quick project review
- Mini weekly review
- Plan next week

Track your progress:

- Inbox items captured: ____
 - Tasks completed: ____
 - Projects advanced: ____
 - Weekly review done:
-

Essential Keybindings Reference

Most Used (Memorize These)

SPC f f	Find file
SPC f s	Save file
SPC f r	Recent files
SPC b b	Switch buffer
SPC w v/s	Split window vertical/horizontal
SPC w w	Switch window

SPC m t	Toggle TODO
SPC m d s	Schedule
SPC m d d	Deadline
SPC m q	Add tags
SPC m p	Set priority
SPC m r	Refile
SPC m A	Archive

SPC o A	Open agenda
SPC X	Capture
SPC n j j	Journal entry

TAB	Fold/unfold
C-c C-c	Context action (checkboxes, etc.)
M-RET	New heading

Quick Reference Card

Print this and keep nearby:

DOOM EMACS ORG-MODE CHEATSHEET	
Navigation	
SPC f f	Open file
SPC b b	Switch buffer
SPC o A	Agenda
Tasks	
SPC m t	Toggle TODO
SPC m d s	Schedule
SPC m d d	Deadline
SPC X	Quick capture
Organization	
SPC m q	Add tags
SPC m p	Priority
SPC m r	Refile
SPC m A	Archive
Editing	
TAB	Fold/unfold
M-RET	New heading
C-c C-c	Toggle checkbox
M-↑↓	Move heading
M-←→	Promote/demote

Practice Challenges

Challenge 1: Complete GTD Setup (45 min)

1. Create full GTD folder structure (`(~/org/gtd/)`)
2. Add GTD configuration to `(config.el)` and reload
3. Create GTD capture templates
4. Create 30 sample items in inbox:
 - 15 quick tasks
 - 5 projects

- 5 waiting items
 - 5 someday ideas
5. Process inbox to zero using GTD workflow
 6. Tag all items with appropriate contexts
 7. Test all custom GTD agenda views

Challenge 2: GTD Weekly Review (60 min)

1. Perform a complete weekly review:
 - Process all inboxes to zero
 - Review all NEXT actions
 - Review all WAITING items (add follow-ups)
 - Review all active projects
 - Review someday/maybe list
2. Archive completed items
3. Define 3 key outcomes for next week
4. Schedule MITs for each day
5. Document your process

Challenge 3: Multi-Project GTD Workflow (45 min)

1. Create 3 complex projects using Natural Planning Model
 2. Each project needs:
 - Purpose and vision
 - 5-10 next actions
 - Context tags
 - At least one waiting item
 - Success criteria
 3. Link related projects with tags
 4. Create a project dashboard agenda view
 5. Practice switching contexts throughout "day"
-

Troubleshooting

Common Issues

Agenda shows nothing:

- Check `(org-agenda-files)` includes your files
- Run `(M-x org-agenda-file-to-front)` in an org file

Capture doesn't work:

- Verify capture templates in config.el
- Reload config: `(SPC h r r)`
- Check file paths exist

Keybindings don't work:

- You might not be in org-mode
- Check with `(M-x org-mode)`
- Some bindings only work in specific contexts

Can't find files:

- Use `(SPC f f)` not `(C-x C-f)` for better integration
 - Check your starting directory with `(pwd)` in `(SPC :)`
-

Next Steps

Week 1 Goals

- Set up complete GTD folder structure
- Configure GTD capture templates and agenda views
- Capture everything for 7 days (100+ items)
- Process inbox to zero daily
- Complete first weekly review

Month 1 Goals

- Maintain 5-10 active projects
- Process inbox to zero daily (95% of days)
- Weekly review every Friday

Context-based task selection habit

Capture 500+ items total

Quarter 1 Goals (3 months)

- Complete GTD system running smoothly
- Custom capture templates for your workflow
- Custom agenda views for your contexts
- Complete 3+ significant projects
- Refine and optimize your system
- Archive 100+ completed tasks

Advanced GTD Topics to Explore

- **org-super-agenda:** Enhanced agenda grouping and customization
- **org-edna:** Task dependencies and blocking
- **org-habit:** Habit tracking with consistency graphs
- **org-ql:** Query language for advanced searching
- **org-roam:** Zettelkasten for reference and notes
- **org-brain:** Concept mapping and knowledge management
- **org-journal:** Dedicated journaling system
- **Beorg/Orgzly:** Mobile org-mode apps for capture on-the-go

GTD Mastery Levels

Level 1 - Beginner (Weeks 1-4):

- Consistent capture habit
- Daily inbox processing
- Basic context filtering
- Weekly review established

Level 2 - Intermediate (Months 2-3):

- 5+ active projects
- Advanced context usage
- Energy-based task selection
- Someday/Maybe reviews
- Clean next actions lists

Level 3 - Advanced (Months 4-6):

- Custom workflows for your life
- Horizons of focus integrated
- Natural planning for complex projects
- Seamless capture and processing
- GTD is second nature

Level 4 - Master (6+ months):

- Teaching others GTD with org-mode
 - Custom elisp functions
 - Advanced agenda views
 - Mobile integration
 - System runs on autopilot
-

Resources

- Doom Emacs Docs: `(SPC h d h)`
 - Org-mode manual: `(C-h i)` then select Org
 - Config file: `(SPC f p)` (opens your config)
 - Reload config: `(SPC h r r)`
 - Doom Discord: Great community for questions
-

Daily GTD Practice Kata (Do this for 30 days)

Morning Ritual (10 minutes)

1. `SPC o A → g` (GTD dashboard)
2. Review today's calendar items
3. Review NEXT actions by context
4. Select 3 MITs (Most Important Tasks)
5. Schedule time blocks for MITs
6. Quick capture: "Today's focus is..."

Throughout the Day (Ongoing)

Whenever something comes up:

1. SPC X → i (capture to inbox immediately)
2. Add quick note, don't think about it
3. C-c C-c (save)
4. Return to current task

Every task completion:

1. SPC m t (mark DONE)
2. Check: What context am I in?
3. SPC o A → w/h (filter by context)
4. Pick next task based on energy

Midday Check-in (5 minutes)

1. Quick inbox review (if >5 items, process)
2. SPC o A → n (view NEXT actions)
3. Update any WAITING items
4. Adjust afternoon priorities if needed

Evening Closeout (15 minutes)

1. Process inbox to zero
 - Delete, delegate, defer, or do
 - Refile everything appropriately
2. Mark tasks DONE or reschedule
3. Review tomorrow's calendar
4. SPC o A → g (preview tomorrow)
5. Capture: "Tomorrow's 3 MITs"
6. Archive completed items: SPC m A

Weekly Deep Dive (Friday, 60-90 min)

Full GTD Weekly Review:

1. Collect all loose items
2. Process all inboxes to zero
3. Review NEXT (still relevant?)
4. Review WAITING (need follow-up?)
5. Review PROJECTS (progress? stuck?)
6. Review SOMEDAY (promote any?)
7. Review calendar (past & future weeks)

8. Define next week's 3-5 key outcomes

9. Schedule MITs for next week

Week-by-Week Progression

Week 1: Build Capture Habit

- Goal: Capture 20+ items per day
- Focus: Get comfortable with **SPC X**
- Measure: Count daily captures

Week 2: Inbox Processing

- Goal: Process inbox to zero daily
- Focus: Decision-making speed
- Measure: Time to process 10 items

Week 3: Context Mastery

- Goal: Use context filtering effectively
- Focus: Match tasks to context/energy
- Measure: Task completion rate

Week 4: Project Management

- Goal: Keep all projects moving
- Focus: Every project has next action
- Measure: Projects with progress

By Day 30: Full GTD System Running!

Success Metrics

Track these weekly:

- Inbox processed to zero daily
- Weekly review completed
- All projects have next actions
- No overdue WAITING items
- MITs completed 5+ days/week
- Captured 100+ items this week
- Completed 30+ next actions

Graduation Exercise: GTD Master Test

You've mastered Doom Emacs + GTD when you can complete this full workflow smoothly:

Part 1: Morning Setup (5 min)

1. Start Doom Emacs
2. Open GTD dashboard (`(SPC o A) → (g)`)
3. Review today's calendar and schedule
4. Check NEXT actions across all contexts
5. Select and prioritize 3 MITs for today
6. Schedule time blocks for each MIT

Part 2: Capture & Process (10 min)

7. Capture 5 new items to inbox (`(SPC X) → (i)`)
8. Process inbox to zero:
 - Clarify each item
 - Set TODO state (NEXT/TODO/WAITING)
 - Add context tags
 - Refile to appropriate location
9. Verify inbox.org is empty

Part 3: Project Management (8 min)

10. Review your active projects (`(SPC f f) → projects.org`)
11. Verify every project has ≥ 1 NEXT action
12. Update progress on one project
13. Capture one new project idea to inbox
14. Process and set up the new project structure

Part 4: Context Work (7 min)

15. Switch to @work context (`(SPC o A) → (w)`)
16. Complete one NEXT action and mark DONE
17. Switch to @home context (`(SPC o A) → (h)`)

18. Filter by lowenergy tag
19. Select appropriate task for current state

Part 5: Tracking & Waiting (5 min)

20. Review WAITING items (**(SPC o A)** → filter waiting)
21. Add follow-up date to one WAITING item
22. Create one new WAITING item
23. Check for any overdue items

Part 6: Weekly Review Simulation (10 min)

24. Open weekly review template
25. Process through each checklist item:
 - Review NEXT actions
 - Review WAITING items
 - Review all projects
 - Review someday/maybe
26. Define 3 key outcomes for "next week"
27. Archive 3 completed items (**(SPC m A)**)

Part 7: Advanced Features (5 min)

28. Create a custom agenda view on-the-fly
29. Use column view to see effort estimates
30. Export a project to PDF or HTML
31. Set up a recurring meeting with **(+1w)** repeat

Target Time: Under 50 minutes for all steps

Scoring:

- **50-60 min:** GTD Practitioner 
- **40-50 min:** GTD Expert 
- **Under 40 min:** GTD Master 

Bonus Challenges (GTD Mastery)

- Create a custom capture template from scratch
- Write a custom agenda command with elisp
- Set up mobile capture with Beorg/Orgzly
- Integrate with external calendar (Google/Outlook)
- Create a complete horizons of focus review system
- Teach someone else your GTD workflow

Congratulations! You're now a Doom Emacs + GTD Master! 

GTD Quick Reference Card

Print this and keep visible:

DOOM EMACS GTD WORKFLOW CHEATSHEET

CAPTURE (Do this 20+ times/day)

SPC X → i Inbox capture

SPC X → t TODO with link

SPC X → m Meeting

SPC X → p Phone call

PROCESS (Daily - Get inbox to zero)

1. Is it actionable? No → Delete/Someday/Reference

2. What's next action? Define specific physical action

3. <2 minutes? Do it now

4. Project? Create project + next action

5. Add context tag (@work, @home, etc.)

6. Refile: SPC m r

ORGANIZE (Context tags)

@work At work/office

@home At home

@computer Needs computer

@phone Phone calls

@errands While out

@online Internet required

@anywhere Location independent

REFLECT (Weekly Review - 60-90 min every Friday)

1. Collect loose items

2. Process inbox to zero

3. Review NEXT actions

4. Review WAITING (follow up?)

5. Review PROJECTS (progress?)

6. Review SOMEDAY/MAYBE

7. Plan next week

ENGAGE (Do the work)

SPC o A → g GTD dashboard

SPC o A → w Work context

SPC o A → h Home context

SPC o A → n All next actions

/ TAB Filter by tag in agenda

DAILY RHYTHM

Morning: Review agenda + Select 3 MITs

Throughout: Capture everything immediately

Between: Check context, pick next task

|| Evening: Process inbox to zero + Plan tomorrow ||

|| Friday: Full weekly review ||

|| PROJECT DEFINITION ||

- Any outcome requiring 2+ actions
- Must have defined outcome
- Always has ≥ 1 NEXT action
- Review in weekly review

|| GTD FILES ||

- inbox.org → Capture everything
- next.org → Next actions by context
- projects.org → Active projects
- waiting.org → Waiting for others
- someday.org → Maybe later
- tickler.org → Date-specific reminders
- reference.org → Reference material

|| GOLDEN RULES ||

1. Capture everything (trust the system)
2. Process inbox to zero daily
3. Weekly review is sacred
4. Next actions are physical and concrete
5. Every project needs ≥ 1 next action
6. 2-minute rule: Do it now
7. Match tasks to context and energy