GETTING THINGS DONE

GTD® Mastering Workflow
Level 2: Projects and Priorities

About the Seminar

You have implemented the core ideas from Getting Things Done®, and as a result you've seen your productivity increase and your stress levels drop. In the Projects and Priorities seminar, you will take your GTD® system and practices to the next level.

In this two-day Seminar, you will:

- Assess your progress on your GTD journey so far, identify areas to improve and sharpen your thinking, and hone your system so that it provides a more complete overview of your world
- Deepen your understanding of the core principles, enabling you to work more productively with a clearer head
- Make use of advanced GTD models to optimize project planning, for you and for your team
- Identify and develop higher-horizon thinking to help you ensure balance, so that you can shift from a reactive to proactive stance in the areas that matter to you most

Who Should Attend

Those who have knowledge of the fundamentals of GTD and some experience of the methodology, and would like to explore how advanced themes could help them reduce the friction in their lives, to help get more of the right things done, in less time, with less stress.

Seminar Outline

- Where are you on the path of GTD mastery?
- The power of a complete projects list
- Mining your current calendar and actions to identify projects and Areas of Responsibility
- Changing problems, issues, and opportunities into projects
- Using the Natural Planning Model® to facilitate planning of individual and team projects
- Developing and using an integrated life management system
- Identifying and using Areas of Focus to ensure priorities are aligned

Prerequisites

Attendance at an introductory-level GTD seminar, or completion of one on one coaching, or if you are self-taught but have significant experience with GTD. Having built and used a GTD system, based on any technology (Outlook, etc.) is essential.

1. **CAPTURE** Collect what has your attention
Use an in-tray, notepad or voice recorder to capture 100% of anything and everything that has your attention. Little, big, personal and professional – all your to-do's, projects, things to handle or finish.

2. **CLARIFY** Process what it means
Take everything that you capture and ask: is it actionable? If no, then trash it, incubate it, or file is as reference. If yes, decide the very next action required. If it will take less than two minutes, do it now. If not, delegate it if you can; or put it on a list to do when you can.

3. **ORGANIZE** Put it where it belongs
Put action reminders on the right lists. For example create lists for the appropriate categories – calls to make, errands to run, emails to send, etc.

4. **REFLECT** Review frequently
Look over your lists as often as necessary to determine what to do next. Do a weekly review to clean up, update your lists, and clear your mind.

5. **ENGAGE** Simply do
Use your system to take appropriate actions with confidence.

Book now.

http://www.next-action.eu/gtdseminars

Standard rate: £990+VAT

*Discounts for early registration.
Group rates available for two or more. Special rates available for charities, teachers, students and GTD alumni (only if repeating the same course).

NEXT ACTION ASSOCIATES

2 Physic Place
Royal Hospital Road
London SW3 4HQ

+44 (0)20 7352 6433
info@next-action.eu
www.next-action.eu

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