



GETTING THINGS DONE

PRODUCTIVITY  
WITH PURPOSE



Crucial Learning.



# PERSONAL PRODUCTIVITY EQUALS TEAM POWER

**The success of critical projects and programs requires the skill, energy, and focus of every team member.** Research shows that when just one or two team members make even small fumbles (miss deadlines, work on the wrong priorities, or forget tasks), team productivity is cut by an average of 24%.

On the other hand, teams that have a shared process for managing workflow foster trust, engagement, and efficient execution.



## PRODUCTIVITY WITH PURPOSE

The Getting Things Done® (GTD®) methodology was developed 30 years ago by *New York Times* best-selling author David Allen. While David originally developed the methodology by observation, experimentation, and practice, researchers have since shown that the principles taught in GTD relieve cognitive load, allow for increased focus, even result in peak performance and optimal experience, or what is popularly called “flow.”

In other words, GTD isn’t only about getting things done. The real promise of GTD is *efficient engagement*. It’s productivity with presence *and* purpose.

**“Your ability to generate power is directly proportional to your ability to relax.”**

**David Allen**  
author of *Getting Things Done*



# The GTD® Skillset

GTD teaches proven skills for managing the constant flow of requests, tasks, and interruptions people face at all levels of the organization.



01

## CAPTURE

- Capture all inputs—incoming requests, ideas, and to-dos.
- Direct all inputs to a few chosen capture tools.

02

## CLARIFY

- Decide what your stuff means to you.
- Identify next actions.

03

## ORGANIZE

- Calendar only firm and fixed to-dos.
- Group actions by context rather than by topic or role.
- Track projects to guide your next actions.

04

## REFLECT AND ENGAGE

- Review your calendar before you start on next actions.
- Pause to reflect before you engage.
- Hold a non-negotiable weekly review® to align actions with chosen priorities.



# PRODUCTIVITY PAYS

By learning how to capture, clarify, and organize incoming requests, people are more likely to make strategic decisions about where to invest their time and energy, focus on the right priorities, and prevent critical projects from slipping. They are also likely to experience less stress and burnout.

## EFFICIENCY

Nine of ten GTD® graduates report permanently changing a time-management behavior. They also report that their new skills save them an average of 21 to 40 minutes EACH DAY. One in three graduates say they save at least 41 minutes a day as a result of using their GTD skills.

## PERFORMANCE

**Qualtrics**, a leader in customer experience, trained new employees in Getting Things Done to help them onboard quickly. One hundred percent of training graduates reported improvement in their ability to hit deadlines and deliver on commitments. And 96% said GTD helped them improve their daily effectiveness or ability to execute and stay on course.

## QUALITY

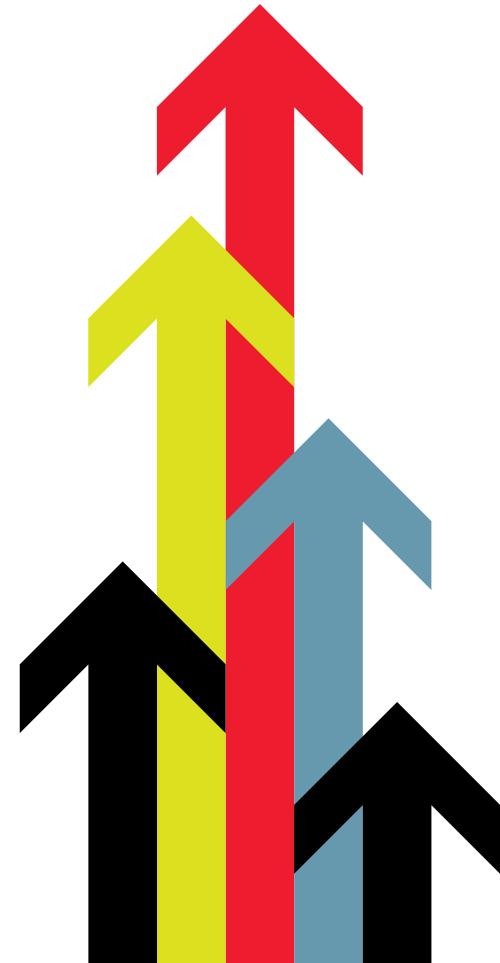
Using GTD skills, eight out of ten training graduates at **MasterControl**, a software solutions company, said GTD helped them better process their email inbox. The team also reported a strong correlation between their new GTD skills and a positive trend in customer feedback.

## ENGAGEMENT

Teams that have a shared process for managing and executing work also foster cultures of trust and engagement. In the absence of productivity fumbles, coworkers trust that requests and commitments will get done. And when the workload is spread evenly across a team of full contributors, your most valuable players are less likely to burn out. The CEO of **Menlo Innovations** reports that learning the GTD skills not only generated results, but also reduced stress and increased joy in the workplace.

## EXECUTION

Crucial Learning research shows that people who use the GTD skills are 55 times less likely to say they start projects that never get finished and 18 times less likely to say they often feel overwhelmed.





# Learning Formats and Participant Materials

Getting Things Done is available in three formats to meet the unique needs of your team or organization. Each format is optimized for skill transference and an engaging learning experience.



## ON-DEMAND

*On-demand learning offers 5–7 hours of instructional time and 60 days of access.*

### MATERIALS

- 60 days of access to on-demand learning platform
- Getting Things Done on-demand reference guide
- eBook of the *New York Times* bestseller, *Getting Things Done*
- Certificate of completion
- Five-week post-training learning experience



## VIRTUAL

*Virtual, instructor-led learning is delivered in four two-hour sessions.*

### MATERIALS

- Getting Things Done digital learner guide
- eBook of the *New York Times* bestseller, *Getting Things Done*
- Certificate of completion
- Five-week post-training learning experience



## IN-PERSON

*Instructor-led, in-person learning is delivered as a one-day (six hour) classroom course.*

### MATERIALS

- Getting Things Done learner guide
- GTD road map
- GTD model card
- GTD mat
- Mind Sweep cards
- Copy of the *New York Times* bestseller, *Getting Things Done*
- Certificate of completion
- Five-week post-training learning experience



# 3 Delivery Options

We also offer three ways to learn: attend a public course, bring in a Crucial Learning trainer, or have an internal leader get certified to train employees.

## 01 PUBLIC COURSE

Your employees attend an on-demand, virtual, or in-person public course.

*Visit [CrucialLearning.com/learn](https://CrucialLearning.com/learn) to find a public course near you.*

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## 02 PRIVATE COURSE

Bring in a Crucial Learning master trainer to facilitate the in-person or virtual course across your organization.

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## 03 TRAINER CERTIFICATION

Certify an internal leader to facilitate the in-person or virtual course to employees. Trainer certification courses are offered both in-person and virtually.

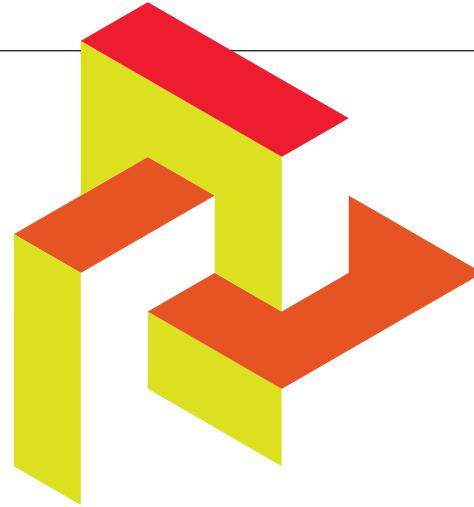


*“Crucial Learning’s virtual course has gone so well. We have loved delivering the course at our own pace. The level of interactivity is excellent, and we’ve found it’s easy to keep everyone engaged through a four-hour learning session.”*

**Jennifer Dootson**  
d-Wise



# WHAT PEOPLE ARE SAYING



*“GTD® has made an impact on in-tact teams in our organization. Some teams I’ve trained have completely revamped the tools they use for tasks so they can all be on the same page or easily pick up tasks for each other when colleagues are out of town. They have also completely shifted the way they conduct meetings. It has made a huge difference for their productivity and team culture.”*

**Celia Cockfield**

Senior Associate, Organizational Development, The Annie E. Casey Foundation

*“We love GTD. It has been really impactful for our organization in terms of stress management—it really helps people be more present in their lives because they feel a sense of control and organization when implementing the tools and system. It usually fills up in less than 15 minutes when we offer it, a good sign!”*

**Sarah Barnhart**

Senior Human Resources Manager, Stryker

*“Getting Things Done is very applicable to work, home, and life. I feel motivated that I can ‘get control’ of my inputs. During the course I loved that I got to use my actual to-do lists for my exercises—very applicable.”*

**Jennifer Roberson**

Senior Talent and Leadership Development Manager, Stinnett & Associates



GETTING THINGS DONE® OVERVIEW

# TRUSTED BY



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**Johnson & Johnson**

**BOEING®**



**CERNER**

**AIR PRODUCTS**



Crucial Learning



# The Crucial Learning Touch

We offer a best-in-class learning experience, stellar customer support, and tangible results.

Discover what sets us apart from the rest.



## **AWARD-WINNING INSTRUCTIONAL DESIGN**

From our innovative learning platform to our award-winning original video content, our courses are some of the highest-rated in the industry.

## **PROVEN RESULTS**

We've helped more than 300 of the Fortune 500 realize significant results using our proven methods.

## **RESEARCH-BACKED SKILLS**

The skills and principles we teach are rooted in social science and have been demonstrated and replicated in peer-reviewed academic journals.

## **CUSTOMER SATISFACTION**

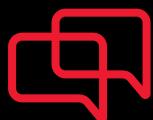
More than 93% of our customers say they are likely to very likely to recommend Crucial Learning.



# THE CRUCIAL LEARNING SUITE

While a powerful solution in its own right, Getting Things Done belongs to a family of courses that together help organizations build healthy and high-performance cultures that spur flawless execution and consistent innovation.

## **COMMUNICATION** DIALOGUE



**Crucial Conversations.**  
FOR MASTERING DIALOGUE

## ACCOUNTABILITY



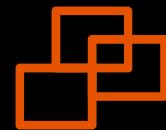
**Crucial Conversations.**  
FOR ACCOUNTABILITY

## **PERFORMANCE** HABITS



**The Power of Habit™**

## PRODUCTIVITY



**Getting Things Done.**

## **LEADERSHIP** CHANGE



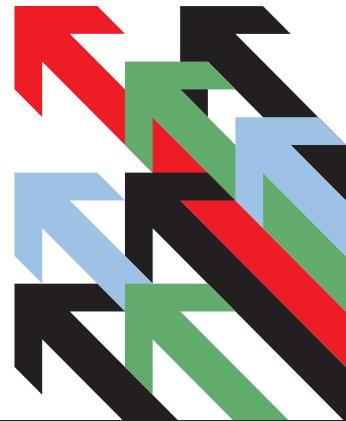
**Influencer**



## TAKE THE NEXT STEP

Bring Getting Things Done® to your organization and discover the power of **productivity with purpose**.

Call 1.800.449.5989 or visit us at [CrucialLearning.com](https://CrucialLearning.com).



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### ABOUT CRUCIAL LEARNING

*Crucial Learning improves the world by helping people improve themselves. We offer courses in the areas of communication, performance, and leadership, focusing on behaviors that have a disproportionate impact on outcomes, called crucial skills. Our award-winning courses and accompanying bestselling books include Crucial Conversations®, Crucial Accountability®, Influencer, The Power of Habit™, and Getting Things Done®. CrucialLearning.com*

