

GETTING THINGS DONE

David Allen

KEY PRINCIPLES

THE TWO-MINUTE RULE

If a task takes less than two minutes to complete, do it immediately.

If an email only needs a quick reply, handle it right away rather than adding it to your to-do list.



MIND LIKE WATER

Achieve a state of calm productivity by fully processing and organizing all tasks and commitments.

When your mind is clear and everything is organized, you can react calmly and efficiently to any situation.



NEXT ACTION THINKING

Focus on the next physical action required to move a project forward.

For a project like "Launch new website," the next action might be "Call the web designer to finalize the layout."



5 STEPS OF GETTING THINGS DONE

CAPTURE

Your mind is for having ideas, not holding them.



EXPLANATION: Capture everything that's on your mind—tasks, ideas, reminders—into one place.

EXAMPLE: Use a notepad or app to jot down tasks as soon as you think of them, the "next" notes about the meeting, or "buy groceries."

CLARIFY

Break down each item. What is it? Is it actionable?



EXPLANATION: If yes, determine the next action. If no, trash it, reschedule it, or file it for reference.

EXAMPLE: For "email John," the next action might be "draft the email." If you have a note about a future project idea, you might file it in a "Research/Inspire" bin.

ORGANIZE

Sort tasks into appropriate categories



EXPLANATION: Organizing helps you easily locate tasks when you're ready to tackle them.

EXAMPLE: Projects (Multi-step activities (e.g., "Plan vacation"), Other activities (immediate tasks (e.g., "Email John tomorrow"), Other (e.g., "Book tickets, deposit an online bill," "Waiting reply from John")

REFLECT

Review your system regularly



EXPLANATION: Regular reviews keep your tasks organized and priorities clear. The weekly review helps you stay in control by updating your tasks and ensuring nothing important is missed.

EXAMPLE: Every 15-20 minutes, review your tasks, and review remaining deadlines.

ENGAGE

Choose tasks based on context, time available, energy levels, and priority.



EXPLANATION: Decide what to work on by considering where you are, how much time you have, and your energy levels.

EXAMPLE: If you're walking at the airport, you might choose to make a few phone calls from your "Offline" bin.

TOOLS & TECHNIQUES

Contexts

Group tasks by context (e.g., @Home, @Work, @Phone) to quickly find what you can do in a specific setting.



EXAMPLE: If you're at your desk, you can focus on tasks listed under "@Work," like "prepare presentation."

Someday/Maybe List



A list for ideas and tasks that you might want to pursue in the future but aren't committed to yet.

EXAMPLE: This list could include things like "Learn Spanish" or "Start a blog," which you can revisit when you have more time.

Tickler File

A physical or digital reminder system that helps you remember tasks and events on specific dates.



EXAMPLE: Put a reminder in your calendar to review an upcoming project a week before the due date.

5 BENEFITS OF GETTING THINGS DONE

GOALS/RESULTS

Stress Reduction

By capturing all tasks and organizing them in a trusted system, your mind is freed from the burden of remembering everything, leading to less stress.



Improved Productivity

By breaking down tasks into actionable steps and organizing them effectively, you can accomplish more in less time.



Increased Focus

GTD helps you clarify what needs to be done next, allowing you to concentrate on high-priority tasks without distractions.



Better Work-Life Balance

GTG helps you manage your time and commitments effectively, allowing you to dedicate time to both work and personal life without being overwhelmed.



Enhanced Clarity

Regular reviews ensure that your tasks and projects are always up to date, providing a clear roadmap for achieving your goals.



Don't wait for the perfect moment; take the first step now.
THE SECRET OF GETTING AHEAD IS GETTING STARTED.

YOU CAN DO ANYTHING, BUT NOT EVERYTHING

Focus on your priorities and manage your commitments to avoid overwhelm.

Clarifying your choices helps you move forward with confidence and efficiency.

DECISIONS ARE THE KEY TO PRODUCTIVITY.

Getting Things Done Stress Productivity

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