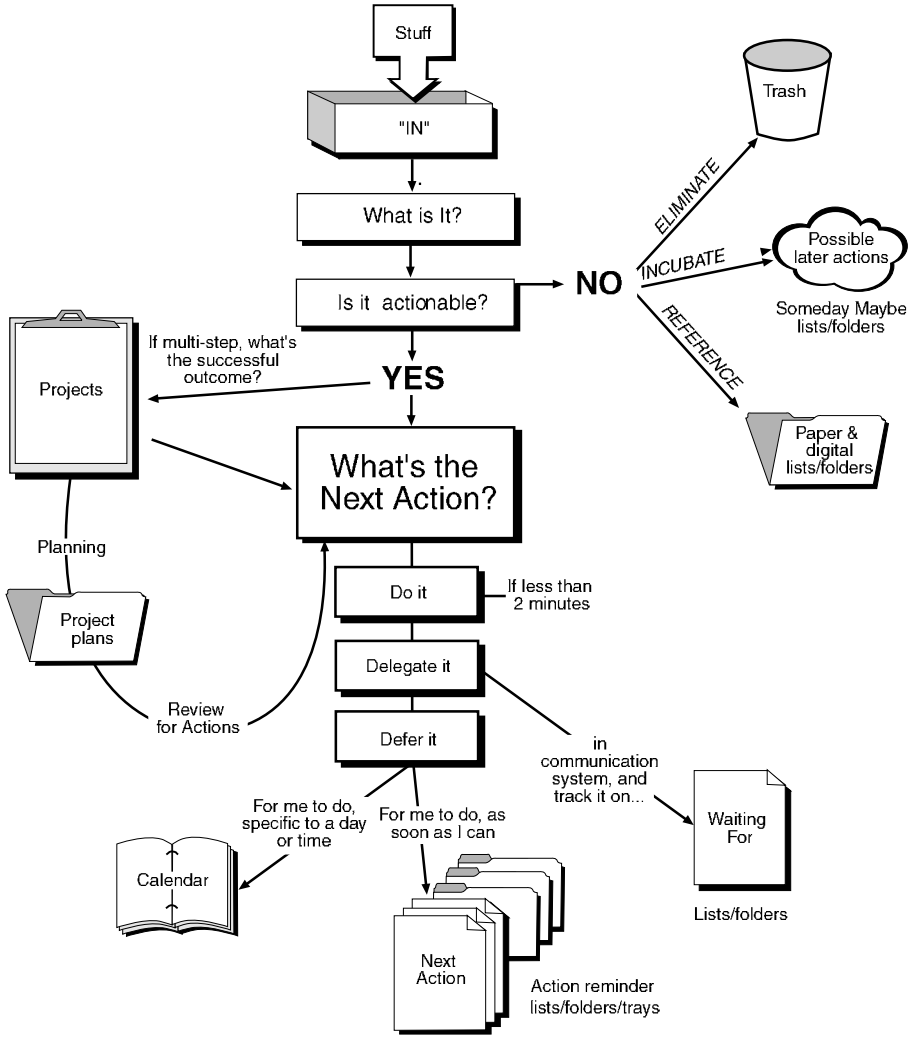
Getting Things Done

by David Allen



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email douglasjohnston@gmail.com.

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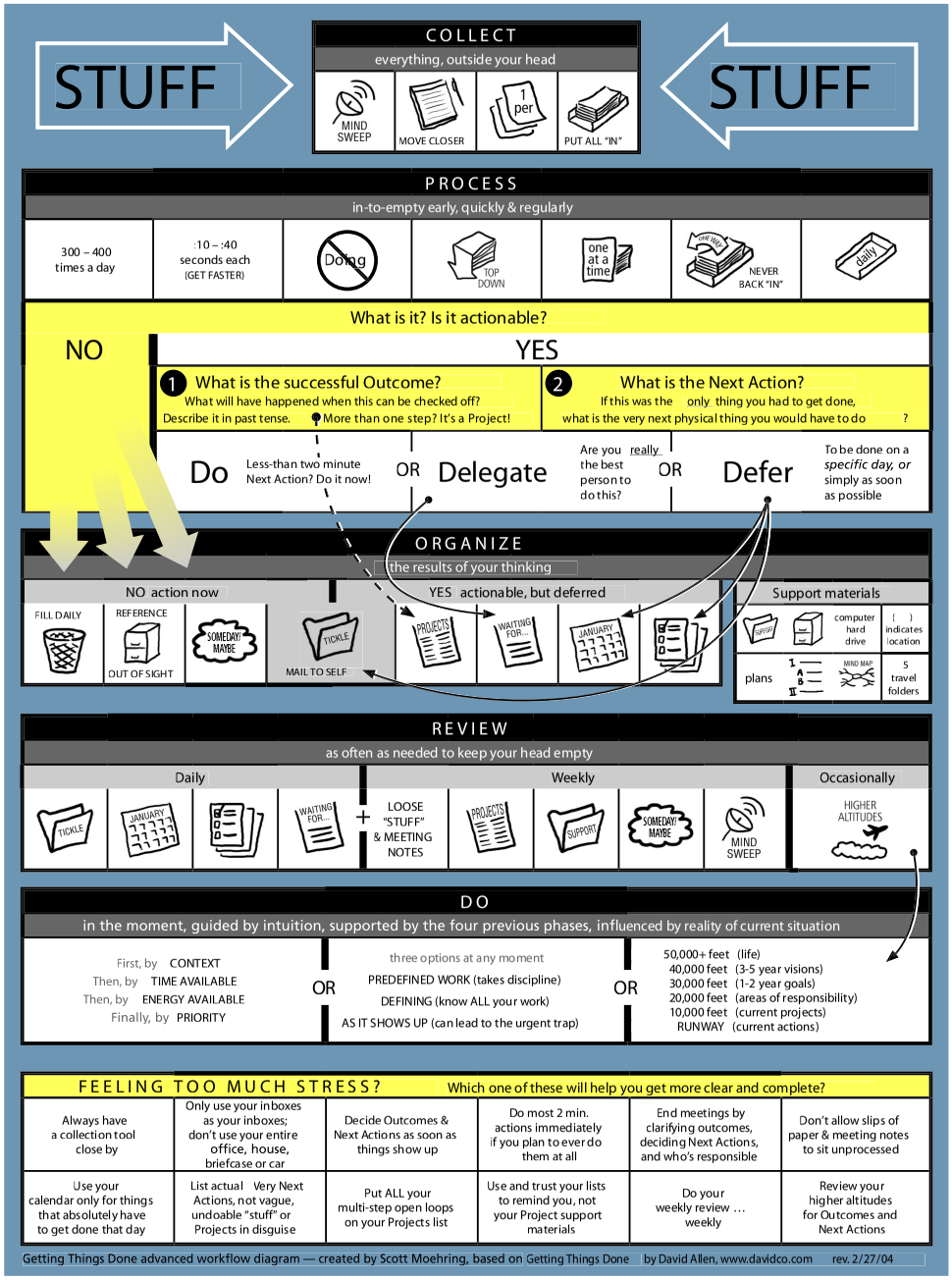
The most recent version of this package can be found at:
http://www.douglasjohnston.net/templates/

The designer welcomes suggestions for modifications to these templates, as well as for new templates in future versions.

Good luck, and don't forget to read the accompanying instruction file!

dj


STUFF
COLLECT
everything, outside your head
MIND SWEEP
MOVE CLOSER
1 per
PUT ALL "IN"
STUFF
PROCESS
in-to-empty early, quickly & regularly
300 – 400 times a day
:10 – :40 seconds each (GET FASTER)
Doing
TOP DOWN
one at a time
NEVER BACK "IN"
daily
What is it? Is it actionable?
NO
YES
1 What is the successful Outcome?
What will have happened when this can be checked off?
Describe it in past tense.
More than one step? It's a Project!
2 What is the Next Action?
If this was the only thing you had to get done,
what is the very next physical thing you would have to do ?
Do
Less-than two minute Next Action? Do it now!
OR
Delegate
Are you really the best person to do this?
OR
Defer
To be done on a specific day, or simply as soon as possible
ORGANIZE
the results of your thinking
NO action now
FILL DAILY
REFERENCE
OUT OF SIGHT
SOMEDAY/ MAYBE
TICKLE
MAIL TO SELF
YES actionable, but deferred
PROJECTS
WAITING FOR...
JANUARY
Support materials
SUPPORT
computer hard drive
( ) indicates location
plans
MIND MAP
5 travel folders
REVIEW
as often as needed to keep your head empty
Daily
TICKLE
JANUARY
WAITING FOR...
+
LOOSE "STUFF" & MEETING NOTES
Weekly
PROJECTS
SUPPORT
SOMEDAY/ MAYBE
MIND SWEEP
Occasionally
HIGHER ALTITUDES
DO
in the moment, guided by intuition, supported by the four previous phases, influenced by reality of current situation
First, by CONTEXT
Then, by TIME AVAILABLE
Then, by ENERGY AVAILABLE
Finally, by PRIORITY
OR
three options at any moment
PREDEFINED WORK (takes discipline)
DEFINING (know ALL your work)
AS IT SHOWS UP (can lead to the urgent trap)
OR
50,000+ feet (life)
40,000 feet (3-5 year visions)
30,000 feet (1-2 year goals)
20,000 feet (areas of responsibility)
10,000 feet (current projects)
RUNWAY (current actions)
FEELING TOO MUCH STRESS?
Which one of these will help you get more clear and complete?
Always have a collection tool close by
Only use your inboxes as your inboxes; don't use your entire office, house, briefcase or car
Decide Outcomes & Next Actions as soon as things show up
Do most 2 min. actions immediately if you plan to ever do them at all
End meetings by clarifying outcomes, deciding Next Actions, and who's responsible
Don't allow slips of paper & meeting notes to sit unprocessed
Use your calendar only for things that absolutely have to get done that day
List actual Very Next Actions, not vague, undoable "stuff" or Projects in disguise
Put ALL your multi-step open loops on your Projects list
Use and trust your lists to remind you, not your Project support materials
Do your weekly review … weekly
Review your higher altitudes for Outcomes and Next Actions
Getting Things Done advanced workflow diagram — created by Scott Moehring, based on Getting Things Done by David Allen, www.davidco.com rev. 2/27/04

Next Actions *Context* _____

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Waiting For *Context* _____

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Agendas

Ref. _____

Person / Meeting

ITEMS	DATE
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NOTES

Person / Meeting

ITEMS	DATE
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Agendas

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Person / Meeting

ITEMS	DATE
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Person / Meeting

ITEMS	DATE
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NOTES

Agendas

Ref. _____

Person / Meeting

ITEMS	DATE

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Person / Meeting

ITEMS	DATE

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Agendas

Ref. _____

Person / Meeting

ITEMS	DATE

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Person / Meeting

ITEMS	DATE

NOTES

Objectives

OBJECTIVE

Description

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BY WHEN

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STEPS

DATE

OUTCOME

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OUTCOME

Project Outline

Ref. _____

PROJECT INFORMATION

TITLE

FOR

START DATE	TARGET DATE

Description / Objective

Basic Resources

☐	☐
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BRAINSTORMING/NOTES

Project Outline

Ref. _____

PROJECT INFORMATION

TITLE

FOR

START DATE	TARGET DATE

Description / Objective

Basic Resources

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BRAINSTORMING/NOTES

Project Outline

Ref. _____

PROJECT SPECIFICS	
TITLE	
Budget	
People	
Places	
Materials	
STEPS / NOTES	

Project Outline

Ref. _____

PROJECT SPECIFICS	
TITLE	
Budget	
People	
Places	
Materials	
STEPS / NOTES	

Someday/Maybe

Context _____

IDEAS FOR FUTURE REFERENCE

IDEA

DESCRIPTION / OBJECTIVE

NOTES

IDEA

DESCRIPTION / OBJECTIVE

NOTES

Someday/Maybe

Context _____

IDEAS FOR FUTURE REFERENCE

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DESCRIPTION / OBJECTIVE

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DESCRIPTION / OBJECTIVE

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Someday/Maybe

Context _____

IDEAS FOR FUTURE REFERENCE

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DESCRIPTION / OBJECTIVE

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DESCRIPTION / OBJECTIVE

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Someday/Maybe

Context _____

IDEAS FOR FUTURE REFERENCE

IDEA

DESCRIPTION / OBJECTIVE

NOTES

IDEA

DESCRIPTION / OBJECTIVE

NOTES

Contact Log

Ref. _____

NAME			
COMPANY			ACCOUNT
ADDRESS			
TEL		CELL	
FAX		HOME	
EMAIL			
WEBSITE			
REFERRED BY			

DATE	DISCUSSED	FOLLOW-UP DATE	$ / TIME

Contact Log

Ref. _____

NAME			
COMPANY			ACCOUNT
ADDRESS			
TEL		CELL	
FAX		HOME	
EMAIL			
WEBSITE			
REFERRED BY			

DATE	DISCUSSED	FOLLOW-UP DATE	$ / TIME

Contact Log

Ref. _____

NAME

COMPANY

DATE	DISCUSSED	FOLLOW-UP DATE	$ / TIME

Contact Log

Ref. _____

NAME

COMPANY

DATE	DISCUSSED	FOLLOW-UP DATE	$ / TIME

Notes

Subject _____

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Notes

Subject _____

To Do List

Subject _____

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To Do List

Subject _____

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To Do List

Subject _____

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To Do List

Subject _____

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Brainstorm

Ref. _____

TITLE

Brainstorm

Ref. _____

TITLE

Brainstorm

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TITLE

Brainstorm

Ref. _____

TITLE

To Buy

☐	STORE	COST
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To Buy

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Covey Quadrant

Ref. _____

TITLE: DATE:

URGENCY

IMPORTANCE

I - Urgent / Important	II - Not Urgent / Important
III - Urgent / Not Important	IV - Not Urgent / Not Important

Covey Quadrant

Ref. _____

TITLE: DATE:

URGENCY

IMPORTANCE

I - Urgent / Important	II - Not Urgent / Important
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Covey Quadrant

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Covey Quadrant

Ref. _____

TITLE: DATE:

URGENCY

IMPORTANCE

I - Urgent / Important	II - Not Urgent / Important
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Story Idea

Ref. _____

WORKING TITLE

SUMMARY

PEOPLE

TIME/PLACE

BRAINSTORMING/NOTES

Story Idea

Ref. _____

WORKING TITLE

SUMMARY

PEOPLE

TIME/PLACE

BRAINSTORMING/NOTES

Story Idea

Ref. _____

WORKING TITLE

PLOT/STORY POINTS

BRAINSTORMING/NOTES

Story Idea

Ref. _____

WORKING TITLE

PLOT/STORY POINTS

BRAINSTORMING/NOTES