

Getting Things Done

Finding Time To Accomplish Your Goals

Where Does GTD Come
From?

- ◆ A system first published by author David Allen in the book, "Getting Things Done"
- ◆ He provides a system for moving things from a pile of "not done" to "done" in some way
- ◆ GTD has a formal process, but has been adopted by many and adjusted to suit their needs. (like I am doing here)

Look inside ↴

Getting Things Done

the art of stress-free productivity

from the New York Times bestselling author

David Allen

An all-new updated edition ✓



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Getting Things Done: The Art of Stress-Free Productivity Paperback – March 17, 2015

by [David Allen](#) (Author), [James Fallows](#) (Foreword)

★★★★★ 502 customer reviews

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"The Bible of business and personal productivity" —*Lifhack*

"A completely revised and updated edition of the blockbuster bestseller from 'the personal productivity guru'" —*Fast Company*

Since it was first published almost fifteen years ago, David Allen's *Getting Things Done* has become one of the most influential business books of its era, and the ultimate book on personal organization. "GTD" is now shorthand for an entire way of approaching professional and personal tasks, and has spawned an

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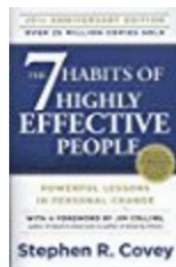
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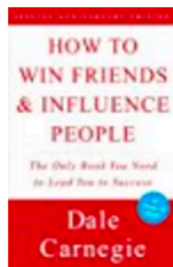
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Every productive person has a
similar approach, the
terminology and order just
differ.

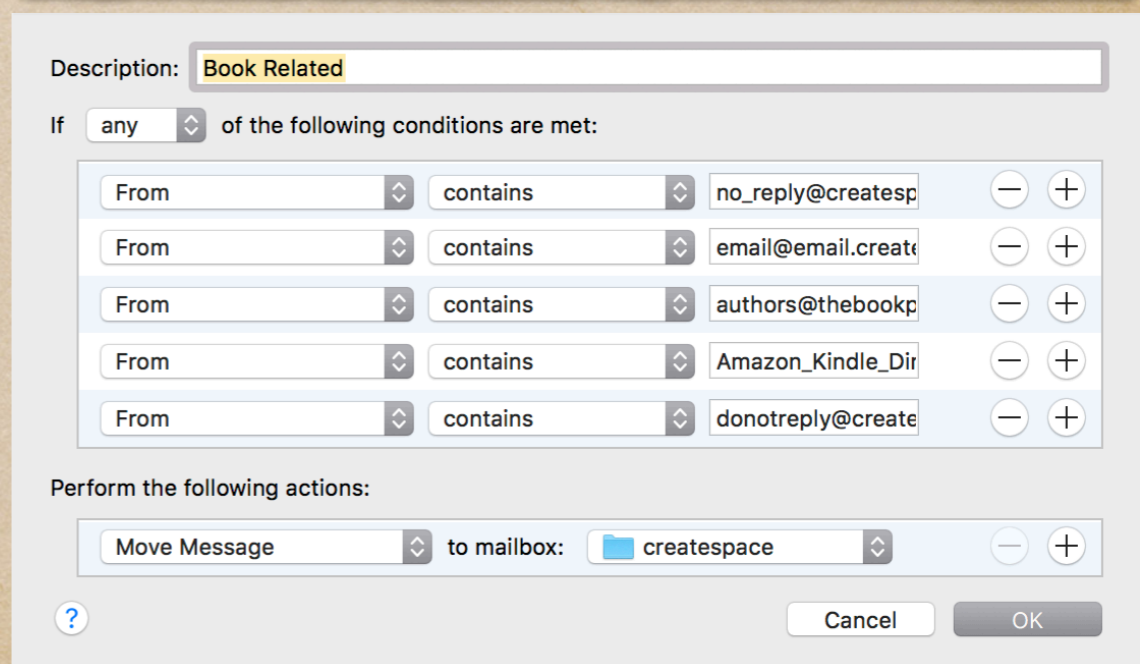
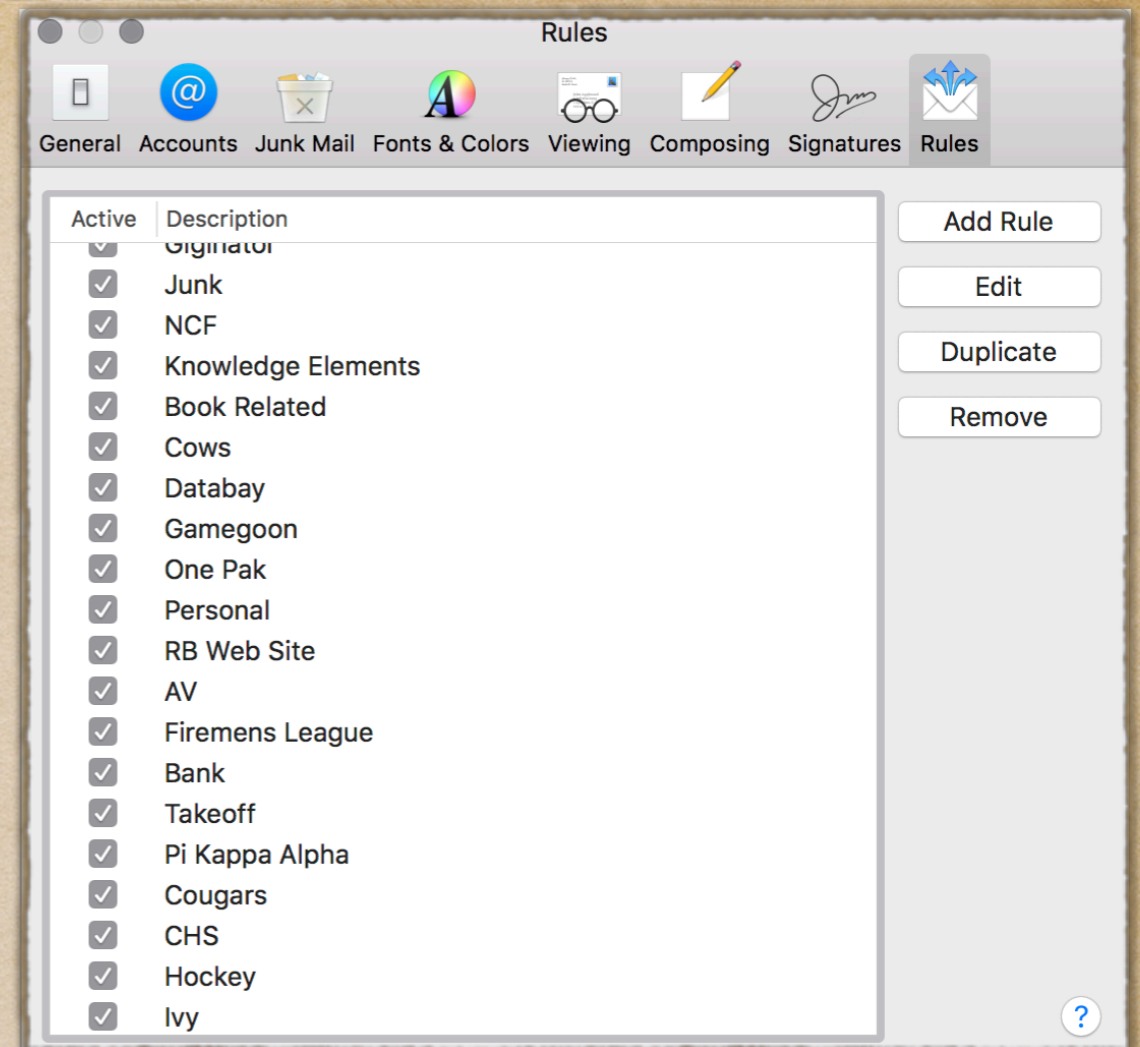
- ◆ Create a System of Tracking Tasks
- ◆ Define Tasks
- ◆ Schedule work (formal or ad hoc)
- ◆ Productive vs Busy
- ◆ Avoid Lingerin
- ◆ Easy Transition

Create a System of Tracking Tasks

- ◆ Limit Input Channels
- ◆ A Filing system of some sort
 - ◆ Assign Order/Priority
 - ◆ Make it easy to sort through an "in box"
- ◆ Using Technology (rules and filters)

Technology Example - Mail Rules

- Create mail boxes as granular as possible
- Create rules to assign incoming email to the proper box or boxes
- Each mail ideally goes to only one mailbox
- Work from your in box



Define Tasks

- ◆ Take time to create an outline or rough design of the solution steps
- ◆ Assign a level of effort
- ◆ Can it be ignored? Create a backlog
 - ◆ Backlog items can remain for years
- ◆ Decide on a priority

Schedule Work

- ◆ Have a plan or a list
- ◆ Have a simple process for working the list
- ◆ Allow for ad hoc, emergencies, adds and deletes
- ◆ Set goals and keep score

Sprint Health Gadget

2017-Sprint 14 - RB Consulting

No estimated issues (Story Points)

0 days left

95 %
Time elapsed

0%
Scope change

0
Blocker

0
Flagged

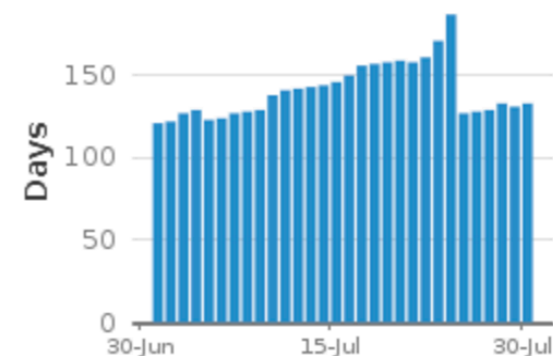
JIRA Road Map

Develpreneur : July 2017 2017 reboot and planning through year end	30/Jul/17	<div style="width: 50%;"><div style="width: 50%;"></div></div>	8 of 18 issues resolved.
BlessingNotStressing : July 2017 Release Reboot and tighten focus	30/Jul/17	<div style="width: 75%;"><div style="width: 75%;"></div></div>	16 of 21 issues resolved.
RB Main Site : July 2017 Company reset, product add and start sales pipeline	30/Jul/17	<div style="width: 50%;"><div style="width: 50%;"></div></div>	4 of 8 issues resolved.
MyTimeMatters : Demo 5 Advanced Appointments (Rules), Family and Related Members, Look and feel review/enhancements	10/Aug/17	<div style="width: 10%;"><div style="width: 10%;"></div></div>	1 of 13 issues resolved.
Applicant Screening : 2.0.1 Reset release and prep for passive income	14/Aug/17	<div style="width: 0%;"><div style="width: 0%;"></div></div>	0 of 8 issues resolved.
MyTimeMatters : Demo 6 Vault, Data Loads for providers and Pharmacies	24/Aug/17	<div style="width: 0%;"><div style="width: 0%;"></div></div>	0 of 1 issues resolved.

Issues in progress

T	Key	Summary	P	Due	Time Spent	Σ Time Spent
<input checked="" type="checkbox"/>	RB-69	project kick-off white paper?	↑	31/May/16		
<input checked="" type="checkbox"/>	BNS-73	Add pages/posts for the interview series of podcasts	↑			
<input checked="" type="checkbox"/>	RBSNS-81	Research key words to bring in	↑			

Average Age Chart



This chart shows the average number of days issues were unresolved for over a given period.

Period: last 30 days (grouped Daily)

Projects

BecSite (BEC) [Chart] [Filter]

Lead Rob Broadhead

Open Issues (by priority)

Description
RebeccaBroadhead.com changes and updates.

BlessingNotStressing (BNS) [Chart] [Filter]

Lead Rob Broadhead

Open Issues (by priority)

Class Generator (CLSGEN) [Chart] [Filter]

Lead Rob Broadhead

Open Issues (by priority)

Develpreneur (DP) [Chart] [Filter]

Lead Rob Broadhead

Open Issues (by priority)

Description
All things related to the develpreneur website and blogging. This includes the mentoring program and marketing.

Internal Projects (RB) [Chart] [Filter]

Lead Rob Broadhead

Open Issues (by priority)

Productive vs Busy

- ◆ The goal is tasks, not spending time
- ◆ Ask yourself, "Is this providing value?"
- ◆ Productive always has a goal, can be completed or measured
- ◆ If you are counting minutes you are busy, not productive

When you are productive
time will fly by. You are
“in the zone”

Avoid Lingerin

- ◆ Know when your task is complete
- ◆ Assess it as complete and move on
- ◆ Save your victory laps and breaks for later
- ◆ Understand the difference between Complete and Perfection

Easy Transition

- ◆ Have a queue of tasks
- ◆ As you complete a task you should be able to transition easily to the next one
- ◆ Adjust Your Queue Accordingly

Thanks!

Send any questions, comments, or requests for assistance to info@developpreneur.com or contact us on the site. We are available to help you build your solution at any point in the process.