

Getting Things Done

The Art of Stress Free Productivity

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What to Expect

Do you have any stress in
your life?

How do you keep track of
your commitments?

Minds are for having ideas
not for holding them



Creativity
needs
space

What's worked 4 me

Getting Things Done

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1. Collect
2. Organize
3. Review
4. Do

Mind Sweep

Organize

1. Actions vs. Projects

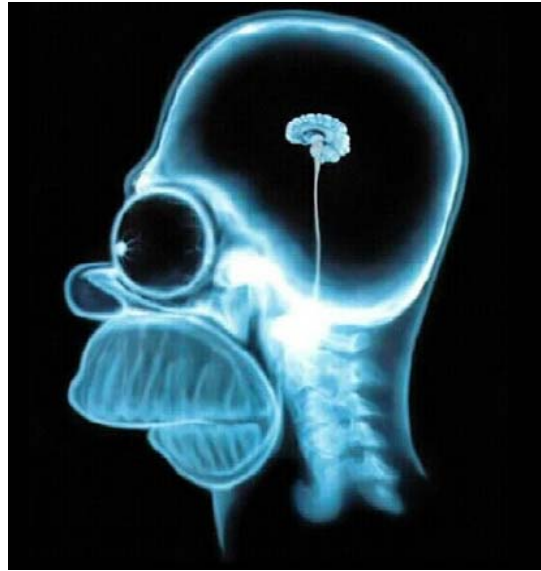
2. What's the next action?

Tools

Big Paper

Brain

Pencils or Pen



Tools2



Review

Weekly Review

1 hour

Do

The 2-minute rule



That's all there is to it

Elegant simplicity

1. Collect
2. Organize
3. Review
4. Do

Bonus Content

The Keys to Email Jail



Choose One



Delete



Delegate



Respond



Defer



Do

Comments & Questions?

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Thank you!

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