

# Getting Things Done!

A book by

**David Allen**





Your  
mind is for  
***having ideas,***  
not for holding  
them.®

– David Allen

# Schedule of Ideas

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## Capture

COLLECT EVERYTHING THAT OWNS A PIECE OF YOU

## Clarify

GET YOUR 'IN' TO ZERO

## Organize

PARK YOUR STUFF TO MAKE DOING EASIER

## Reflect & Engage

NO REGRETS ABOUT YOUR CHOICES

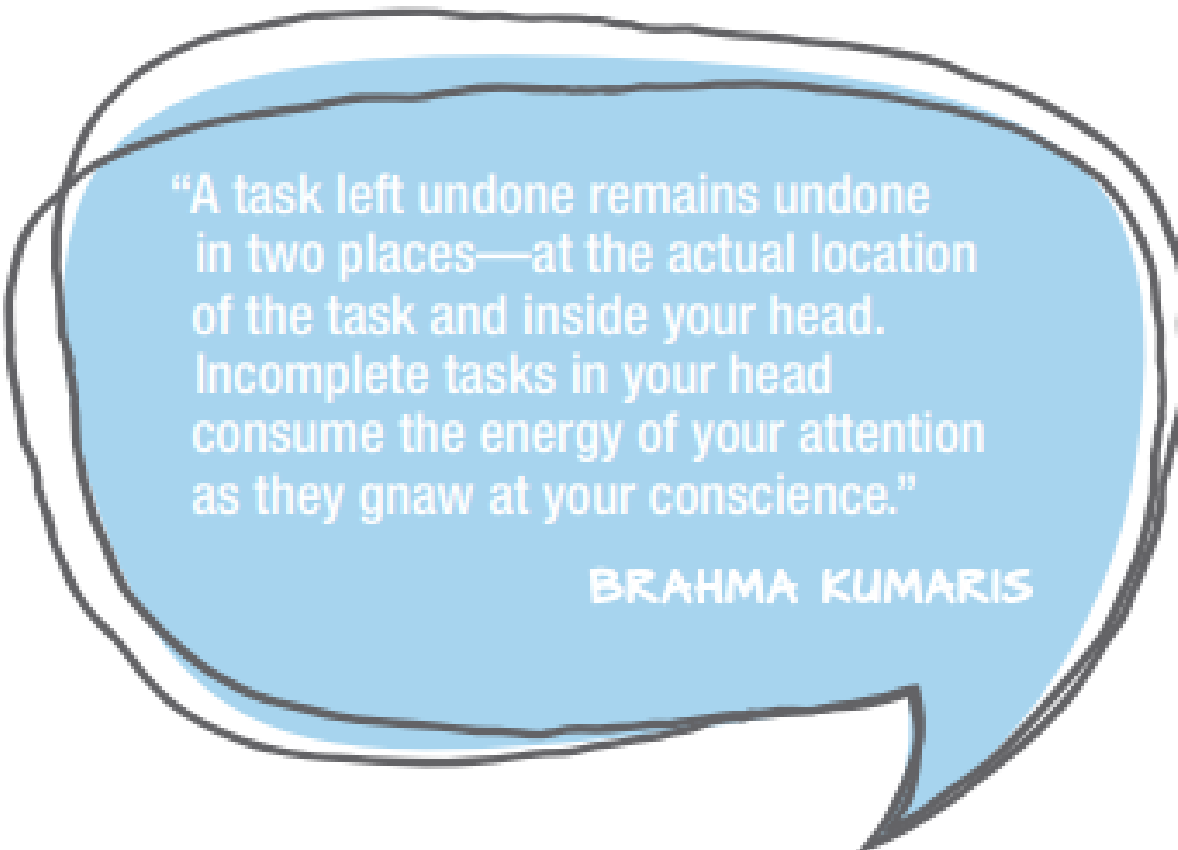
## Renew through Review

REVIEW WEEKLY AND GET PERSPECTIVE

# CAPTURE

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Collect  
everything  
that owns a  
piece of you



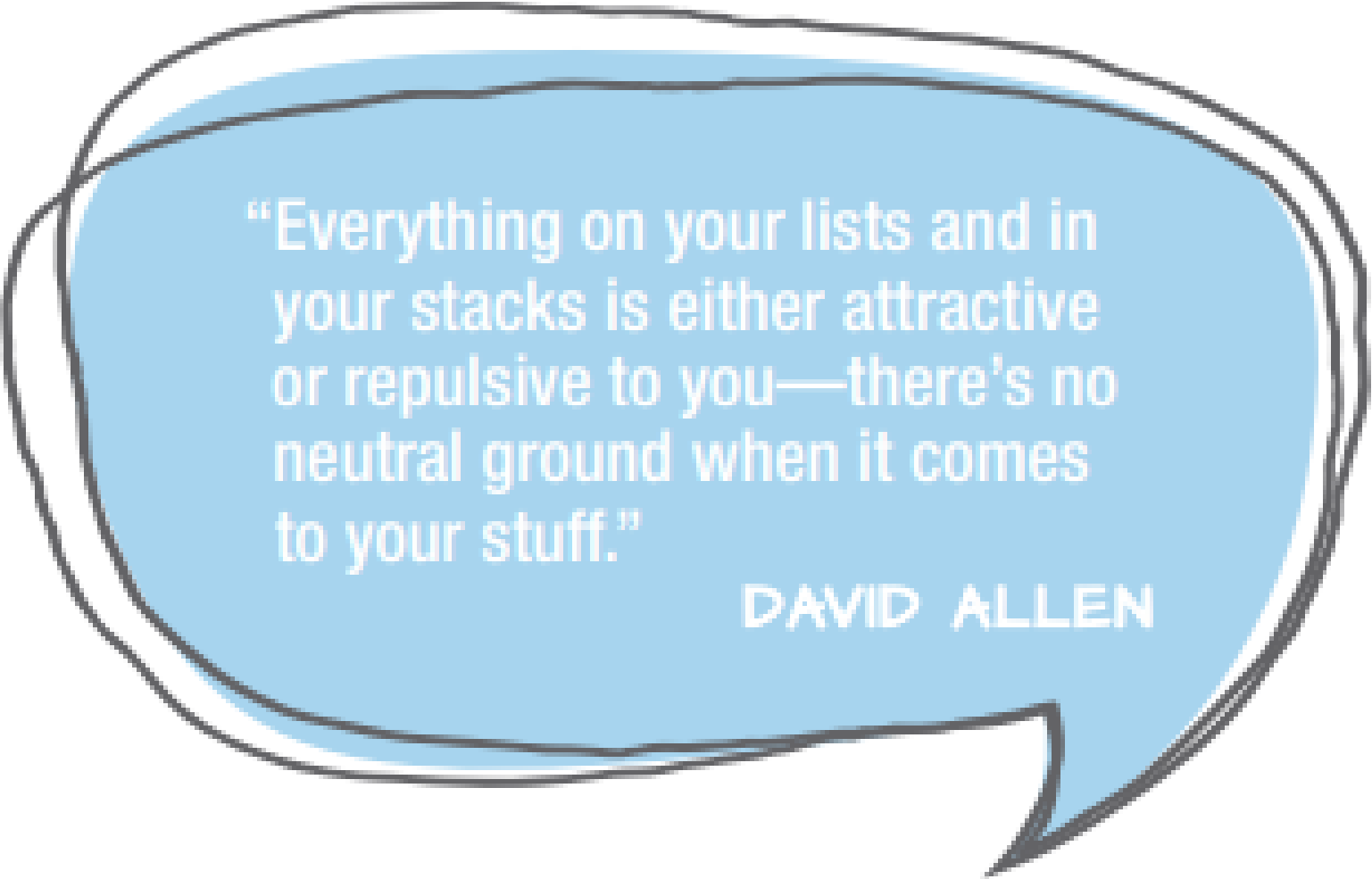
“A task left undone remains undone  
in two places—at the actual location  
of the task and inside your head.  
Incomplete tasks in your head  
consume the energy of your attention  
as they gnaw at your conscience.”

**BRAHMA KUMARIS**

# Clarify

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Get your  
“IN” to Zero



“Everything on your lists and in your stacks is either attractive or repulsive to you—there’s no neutral ground when it comes to your stuff.”

DAVID ALLEN

# The Bigger Picture

Notice how the inputs cascade from a Mind Sweep into a simple series of lists that match the contexts of our lives. "Getting organized" means sweeping our minds and filling our lists. "Staying organized" means continuing to sweep our minds into our lists, and completing tasks from our lists when the context is right.

**MIND SWEEP**

- Staffing situation
- Get Hawaii tickets
- Pat
- Open 3 regional offices
- Summer visit of in-laws
- home office setup

**PROJECTS**

- Install new dept org chart
- Submit new sales budget
- Finalize Hawaii trip
- R&D new office printer

**SOMEDAY MAYBE**

- Vacation in Caribbean
- Open 3 regional offices
- Trip with the kids to Yosemite
- Jasmine planted on arbors
- Get voice recognition software

**AGENDAS**

- Bob-new client software
- Bob-update on EC timing
- Julia-hiring new accountant
- Khaled-vacation dates

**CALLS**

- Travel Agent-Hawaii tickets
- Ben 617-888-2122 re: update
- Janet re: Dad's health
- Pat re: dinner invitation

**ANYWHERE**

- Draft ideas re staff party
- Review Hines proposal

**COMPUTER**


- Review monthly projections
- Draft budget
- Email Andrea re: dept reorg
- Order new towels at towels.com

**HOME**

- Set up new book shelves in Sarah's room
- Work compost into garden
- Set up new accounting software
- Repair bathroom light


**OFFICE**

- Draft contract for Smith
- Reconcile expenses
- Draft outline for new sales program
- Copy article for staff



**WAITING FOR**

- Jim 9/17- comes on new wrkbk
- Jim 9/21 - updated invoice
- Mario 10/16 reschedule sale
- WS 8/6 - software order

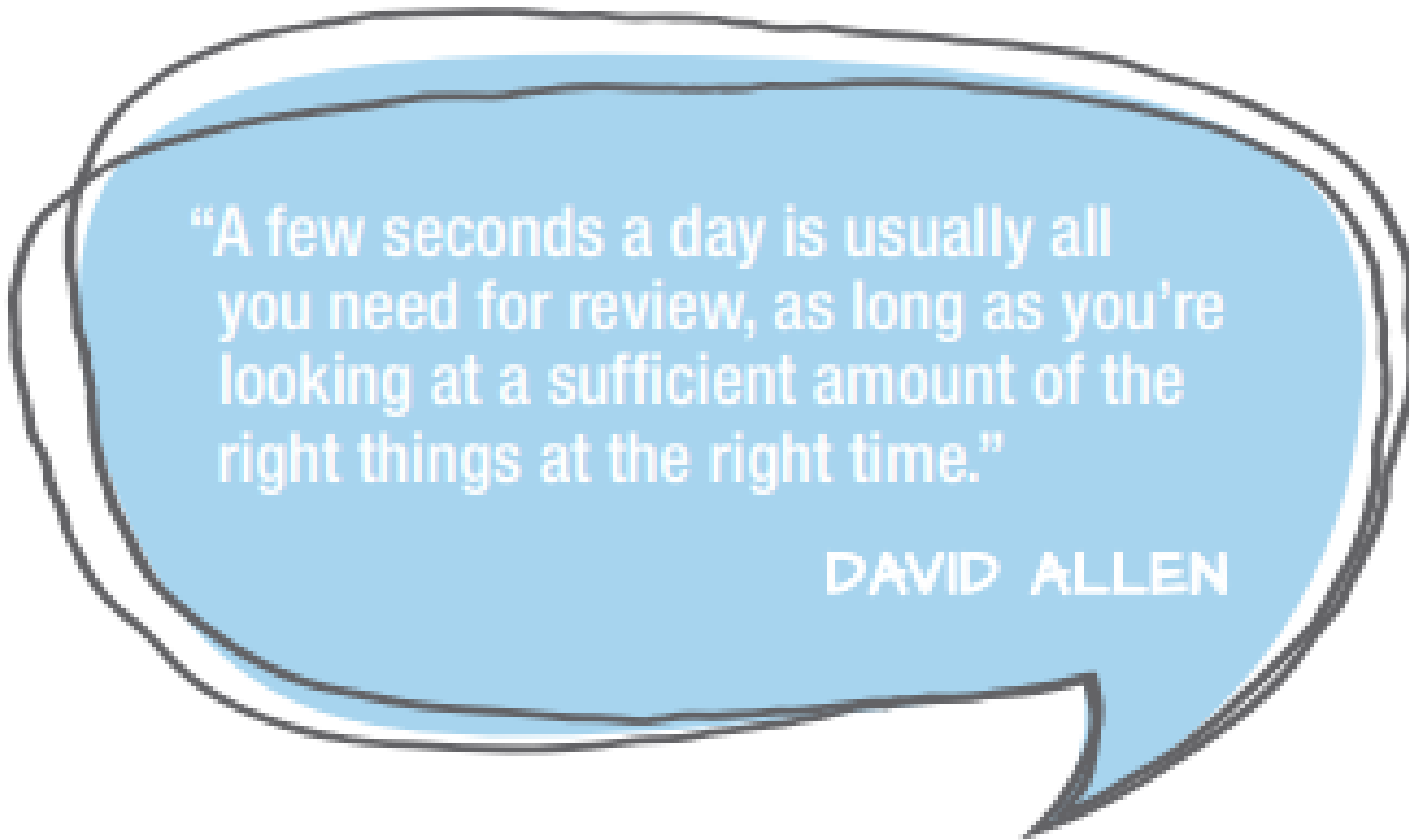


**ERRANDS**

- Pick up photos at lab
- Cleaners
- Drop off pants at tailor
- New dog collar at Noah's

# ORGANIZE!

# REFLECT AND ENGAGE



"A few seconds a day is usually all you need for review, as long as you're looking at a sufficient amount of the right things at the right time."

DAVID ALLEN

# GTD WEEKLY REVIEW®

## GET CLEAR

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### **Collect Loose Papers and Materials**

Gather all accumulated business cards, receipts, and miscellaneous paper-based materials into your in tray (or equivalent physical capture tool).

### **Get “In” to Zero**

Process completely all outstanding paper materials, journal and meeting notes, voicemails, voice memos, and emails.

### **Empty My Head (i.e., Mind Sweep)**

Put in writing and process any uncaptured new projects, action items, waiting fors, someday/maybes, etc.



# GET CURRENT

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## **Review Next Actions Lists**

Mark off completed actions. Review for reminders of further action steps to record.

## **Review Previous Calendar Data**

Review past calendar in detail for remaining action items, reference data, etc., and transfer into your trusted system.

## **Review Upcoming Calendar**

Review upcoming calendar events—long and short term. Capture actions triggered.

## **Review Waiting For List**

Record appropriate actions for any needed follow-up. Check off received ones.

## **Review Project (and Larger Outcome) Lists**

Evaluate status of projects, goals, and outcomes, one by one, ensuring at least one current next action item on each. Browse through project plans, support material, and any other work-in-progress material to trigger new actions, completions, waiting fors, etc.

## **Review Any Checklists**

Use as a trigger for any new actions.

# GET CREATIVE

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## **Review Someday/Maybe List**

Review for any projects or actions that may now have become active, and transfer to the appropriate list.

Delete items no longer of interest.

## **Be Creative & Courageous**

Any new, wonderful, harebrained, creative, thought-provoking, risk-taking ideas to add to your system?

# Getting Things Done

the art of stress-free  
productivity

from the New York Times bestselling author

David Allen



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On amazon, the  
paperback is  
**\$10.29**