

RHYMIN & PARTNERS

COACHING AND CONSULTANCY



David Allen's

**GETTING THINGS DONE®**

[www.gettingthingsdone.com](http://www.gettingthingsdone.com)

**IT'S POSSIBLE** for a person to have an overwhelming number of things to do and still function productively with a clear head and a positive sense of relaxed control.

# Getting Things Done

the art of stress-free  
productivity

from the New York Times bestselling author

# David Allen



# Getting Things Done®

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Over 2million copies sold.

Thirty years of research.

Millions of users around the world.

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**FIVE**  
STEPS

01

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**CAPTURE**

COLLECT WHAT  
HAS YOUR  
ATTENTION

02

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**CLARIFY**

PROCESS  
WHAT IT MEANS

03

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**ORGANIZE**

PUT IT WHERE  
IT BELONGS

04

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**REFLECT**

REVIEW  
FREQUENTLY

05

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**ENGAGE**

SIMPLY DO

# 01

## CAPTURE

### COLLECT WHAT HAS YOUR ATTENTION

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Clear your mind from stress and mental nag by dumping everything that has your attention into a trusted bucket. Write it down. By releasing them from your conscious, you have created room or space for your mind to do more meaningful things.

Choose a few tools such as notepad or phone or intray to capture your ideas or tasks that comes up.

During the course, you will learn the best practices for capturing stuff so that you will never miss anything again. This is where many participants felt a sense of stress-relief.

**“Your mind is for having ideas....  
Not holding them.”**

**- David Allen**

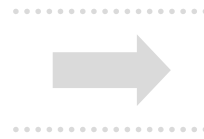
01

# CAPTURE

COLLECT WHAT HAS YOUR ATTENTION



Keeping it in Your Head



Getting it Out of Your Head

# 02

## CLARIFY PROCESS WHAT IT MEANS

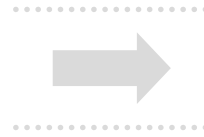
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Clarify what you want to do with each of your to-do items. Ask *“What is the very first Next Action?”* and ask *“What is the desired outcome?”*

Tip: The 2-minute rule says that if the next action takes less than 2 minutes to do, then do it immediately and move on to the next action.

During the course, we will help you practice this clarifying exercise using the effective Clarifying Map. By the end of the day, you will be able to apply this immediately to your task lists.





Decide later... i.e. when it  
Blows Up.

Decide When it Shows Up.  
Clarify desired outcomes.  
Identify next action.

# 03

## ORGANIZE

### PUT IT WHERE IT BELONGS

Find an organizing tool that is natural to you; whether paper or electronic.

Tip: Do not put all your tasks into one huge blended list. Your mind will go numb to it. Instead, organize your list into these meaningful categories: PROJECTS list, NEXT ACTION list, WAITING FOR list and SOMEDAY/MAYBE list. Use an electronic or paper calendar to store your reminders or scheduled events.

During the course, we will share samples of these lists on paper and electronic tools so that you can create something similar for yourself. We will share how it will improve your productivity.

### ACTIONABLE

### NONACTIONABLE



PROJECTS



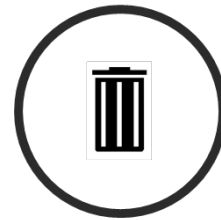
CALENDAR



NEXT ACTIONS



WAITING FOR



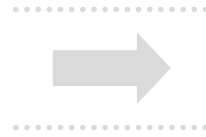
TRASH



REFERENCE



SOMEDAY / MAYBE



Huh? Blended Stacks

Park in Clear Categories  
that match the meaning of the items.

# 04

## REFLECT REVIEW FREQUENTLY

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This is a keystone habit. Reflecting or doing your personal weekly review gives you a heightened confidence to move into the week ahead.

Tip: During the weekly review, do three things:

1. Get Clear – clear everything from your intray and mind
2. Get Current - update all your list, calendar and get it current.
3. Get Creative – what new creative projects or actions would you like to add

During the training, we will share the effective Weekly Review checklist. We will share experiences of others that may give ideas on how to cultivate this good habit for you and your organization.

# WEEKLY REVIEW

1. **Get Clear**
2. **Get Current**
3. **Get Creative**

# 05

## ENGAGE SIMPLY DO

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How does our brain think when choosing actions?

TIP #1 : Choose what to do or not to do based on the context of where you will be doing the work, time available and your energy.



CONTEXT



TIME



RESOURCES

TIP #2 : If you get stuck choosing one or another task, then ask yourself “Why” and choose the one that has the highest pay-off to you.



**Focused**

**Relaxed**

**In Control**



gtd

When you're really doing what you truly know you should be doing, there is no sense of overwhelm and no distinction between personal and work life—it's all just "What's now?" And then, "What's next?"

David Allen





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Level 1 Fundamental (1.5 days)

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by

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General Electric  
Jet Propulsion Labs  
Lockheed Martin  
Los Alamos National Labs  
NASA  
SAIC

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Nike  
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Sony

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WellPoint Health Sys

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(FAA)  
Housing and Urban Development  
(HUD)  
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U.S. Army  
U.S. Department of Defense  
U.S. National Guard Bureau  
U.S. Navy  
U.S. Marines

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Knight Ridder  
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Nextel  
Pitney Bowes  
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QVC

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New York Life Insurance Company  
Zurich

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Millennium Pharmaceuticals  
Pharmacia

## InfoTechnology

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Cisco  
Hewlett Packard  
IBM  
Infosys  
Invensys  
Microsoft Corporation  
Oracle  
Qualcomm  
Sapient  
Siemens  
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