

Getting Things Done basic thought process

Based on David Allen's Getting Things Done,
www.davidco.com,
 adapted by Scott Moehring, rev. 5/11/07

In the first column, write down five to-dos, situations, opportunities, or stressors that pop into your head. Then, do the few seconds of essential thinking required to convert them from Stuff into Projects and Next Actions. When you are done, ask yourself: do you feel a little clearer, more in control, and less anxious about them? If so, how would you feel if you did this for all your stuff?

Stuff

What's on your mind?

What has your attention or interest?
 What makes you anxious, keeps popping up in your mind, feels stuck, or needs some clarity?

> Projects

What's the Successful Outcome?

What will have happened when this can be **completely** checked off your list? Look beyond completion & then describe the outcome in past tense. Begin with a noun.

> Next Actions

What's the Next Action?

If this was the only thing you had to get done, what is the **very** next thing you would need to do? Are you sure you have everything you need to do it? Begin with a verb.

training binders	> Executive training binders were delivered to Pat Feb 15	> Call Pat re: size of binders needed
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