"Getting Things Done" by David Allen

To reduce stress, get all of your commitments out of your head and into a system you trust.

If it takes more than one step, it's a project. **Follow this definition!**

Most people have between 20 and 100 projects, according to the GTD definition. **Don't let this reality scare you!**

Your system *must* be easy and enjoyable to use and always present

It's not about getting more done. It's about **being fully present** for what you're doing.

If you're checking your phone every five minutes at your kids' performance, **you're not really there** and you're breaking your commitments to yourself and your kid.

What kind of example is that?

My Review Schedule:
1. Action lists every day
2. Project actions frequently
3. Someday/Maybe every week.

Your lists need to be of actions, not things. "Call Mom about buying turkey", not just "Mom"

"stuff"

In-basket → What is it? → Is it actionable? → **no** → Trash / Someday/maybe (tickler file; hold for review) / Reference (retrievable when required)

Is it actionable? → **yes** → What's the next action?

Projects (planning) — Multistep projects
Project plans (review for actions)

Will it take less than 2 minutes?

yes → Do it

no → Delegate it / Defer it

Waiting (for someone else to do) / Calendar (to do at a specific time) / Next actions (to do as soon as I can)

The Five Steps
1. Capture
2. Clarify
3. Organize
4. Reflect
5. Engage

The five steps in action:

1. Do a brain dump to get *everything* out of your head. This will take several hours and may generate a hundred items

2. Start at the top and decide what to do with each item, following the GTD decision chart

3. Put single-action items into lists organized by context. Have a master project list. For each project, have a next action that goes into an action list.

4. Review as often as necessary to trust your system and keep internal commitments

5. Do the actions!

Your Someday/Maybe items may never get done. That's OK. The point is you've gotten them out of your head!
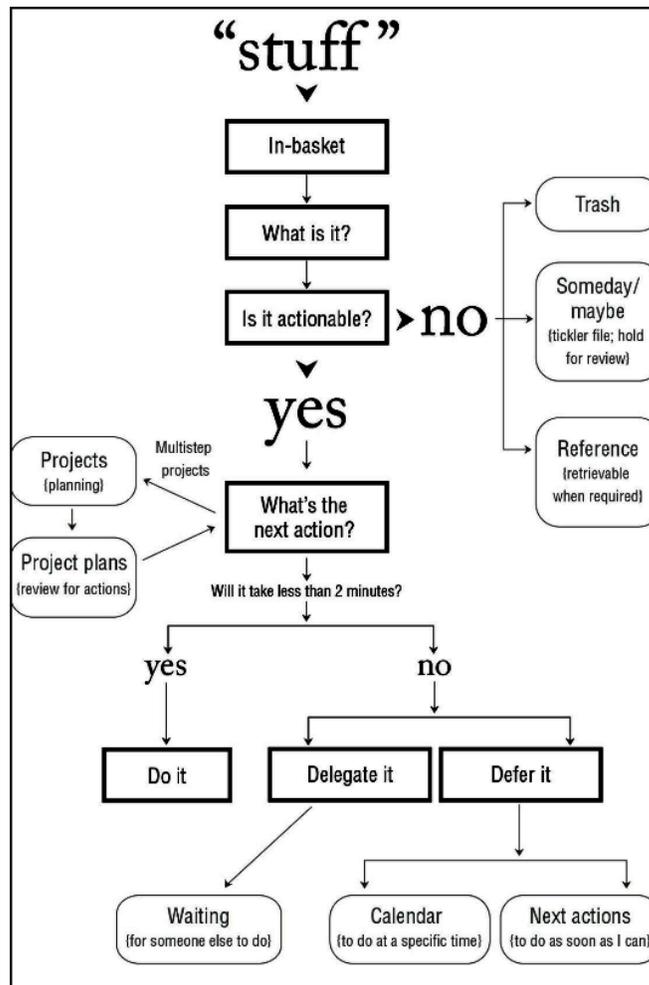
Project List
Build shelves
Hire manager
Anniversary
Make dinner
Wash dog

Project Next Actions
Do this
Go to that
Call him
Read this

Context-Based Next Action Lists
At Home
With spouse
Phone Calls
Errands

Natural Planning
1. Define purpose and principles
2. Envision the outcome
3. Brainstorm ideas
4. Organize the results
5. Identify next actions