

# Getting Things Done®.

**GTD is the work-life management system that has helped countless individuals and organizations bring order to chaos.**

## The art of stress free productivity

Getting Things Done provides you with concrete solutions for transforming a fast-paced and over-committed life into one that is integrated and more productive.

People's ability to focus effectively on the job and priorities at hand is too often challenged by the non-stop flood of required, but not necessarily urgent, input, decisions and actions with which they must deal with. How can the organization prepare employees to not just getting things done, but getting the right things done? Getting Things Done® (GTD), the groundbreaking work-life management system by David Allen - the World's #24 Thought Leader can do it for you.

## Who should attend

Executive, Leaders, and Individual who would like to be more productive and effective at work in less time with less stress

**Duration:** One (1) day

## Key Learning Benefits

- Improve productivity through an increased sense of focused control
- Learn horizontally & vertically action management with effective tools to achieve better work-life integration
- Learn how to create the optimal performance state
- Address key issues such as "personal vs. professional", communication, disruptions, email management, filing, reading material, and project support
- Organise information in the most streamlined way, in appropriate categories, based on how and when you need to access it
- Best practices for achieving and maintaining executive sanity
- Create more time for strategic and creative thinking

## GTD in action

GTD provides concrete solutions for transforming overwhelm and uncertainty into an integrated system of stress-free productivity. It is a powerful method to manage commitments, information, and communication. It is the result of thirty years of consulting services, private coaching, training and organizational program with millions of people internationally. It has earned a reputation as the gold standard in personal and organizational productivity.

## Why GTD Matters

In a world where information overload is ever-present  
GTD will bring order to a world of chaos.

# Getting Things Done®.



## Getting Things Done

the art of stress-free productivity

from the New York Times bestselling author

David Allen



Since it was first published almost fifteen years ago, Getting Things Done has become one of the most influential business books of its era, and the ultimate book on personal organization. "GTD" is now shorthand for an entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots.

Published in over 28 languages, David wrote the international best-seller Getting Things Done, which TIME magazine declared "the defining self-help business book of its time."

GTD®' 5 Steps will enable you to apply order to chaos allowing you to unleash greater performance, capacity and innovation. It alleviates the stresses of overwhelm by instilling focus, clarity and confidence.

## FIVE STEPS

# 01

### CAPTURE

COLLECT WHAT HAS YOUR ATTENTION

# 02

### CLARIFY

PROCESS WHAT IT MEANS

# 03

### ORGANIZE

PUT IT WHERE IT BELONGS

# 04

### REFLECT

REVIEW FREQUENTLY

# 05

### ENGAGE

SIMPLY DO

## Client References

