

Getting Things Done

Sonntag, 30. März 2025 06:44

General Ideas

- Stress primarily comes from poorly managing the commitments with yourself
- You have to know what you do as well as what you don't do
- To get something out of your mind, you have to
  - Clarify what you want to achieve
  - Determine the next actionable steps
  - Put it in a system you trust to come back to when needed
- Focus is on managing the "next actions" you do

Open Loop:	A commitment that is not managed fully, yet
Outcome:	Defining what "done" means
Action:	What "doing" looks like

Horizontally	Managing different types of projects and commitments to fit your needs
Vertically	Managing specific projects to be put forward

5 Steps of Mastering Workflow

<div><div>Capture</div><div><ul style="list-style-type: none"><li>Get things out of your head</li><li>Any would, could, should thought needs to be written down</li><li>Capture anything that has your attention</li><li>Get an overview of the stuff you need to do before clarifying</li></ul><p>• If you have existing systems in place, just put them in the capturing system to re-process them</p><div>Rules for Capturing</div><div><div><div><div>1. Capture every open loop</div><div>2. Have a capturing tool at hand any time</div><div>3. Handle the loops regularly</div></div></div><div>Incompletion Triggers List</div><div><div>A list with bullet points to remember open loops.</div><div>Go through the list and capture everything that comes to your mind.</div></div></div></div></div>	<div><div>Clarify</div><div><ul style="list-style-type: none"><li>Clarify which outcome you want from it and what action needs to be done</li><li>Only process one item at a time and never put it back to your captur system</li><li>Decide right away what to do with a point. Never put a decision aside.</li><li>Clarify what the next action step is</li></ul><div><div><div><div>Do</div><div>2 minute Rule:</div><div>Do everything right away that takes no longer than 2min</div></div><div><div>Delegate</div><div>longer than 2min &amp; someone else can do it</div><div>Leave a note or write a mail</div><div>Keep a <b>Waiting for</b> list to keep track of the things other people do</div></div><div><div>Defer (Reminder)</div><div>longer than 2min &amp; only you can do it</div><div>Put the Action to your Calendar, next actions list or put a Reminder</div></div></div></div><div><div>If there is no action step put it into</div><div><div><div><div>Trash:</div><div>• Throw away what is not useful</div></div><div><div>Someday/Maybe:</div><div>• Things you want to do some time in the future.</div><div>• Put them on a separate List.</div></div><div><div>Reference Material:</div><div>• Bits of useful information</div><div>• Create a file to store it</div><div>• Create a system of files in alphabetical order</div><div>• Name the files by topic, person, project or company</div></div></div></div></div></div></div>	<div><div>Organize</div><div><ul style="list-style-type: none"><li>Organize reminders to do the things at designated times</li><li>Organizing is done in Lists and Folders</li></ul><div>Projects</div><div><div><div>• <b>Project</b> = any outcome that requires more than one step of action</div><div>• <b>Project List</b> = Index for the projects</div><div>• Create a Project List with all the multi step things needing to be done</div></div><div>Information regarding the projects is stored out of sight in <b>Support Material Files</b></div><div>Next Action Categories</div><div><div><div>• <b>Calendar:</b></div><div><ul style="list-style-type: none"><li>Only use the calendar for actions or information you need to remember on a specific day</li><li>Do not use daily to do lists. Only write down To Dos on your calendar, if they <b>MUST</b> happen on that specific day</li></ul></div><div>E.g. events, anniversaries, deadlines</div></div><div><div>• <b>Next Actions List:</b></div><div><ul style="list-style-type: none"><li>Keep lists of every action reminder. Everything not going on the calendar</li><li>Subdivide them into categories if necessary</li><li>Keep a <b>Waiting For List</b> of everything you are waiting for someone to do and want to come back to.</li></ul></div><div>Define an action for when to come back to it.</div><div>• Keep <b>Context Specific Action Lists:</b></div><div>Put reminders to places and to the context of where you want to be reminded. Sort them for the context you are using them (At the computer, at work, at home, ...)</div></div></div></div><div><div>• <b>Tickler File</b> = Tool for reminding yourself of things in the future.</div><div>Set up a reminder or folder for a specific time. E.g. a every month of the year. Put reminders of things up for each month. Go through them when the month comes to remind yourself.</div></div><div>Non-Actionable Items</div><div><div><div><div>Trash:</div><div>delete irrelevant stuff</div></div><div><div>Incubation:</div><div>Put things you might want to do in Someday/Maybe. Include them in a weekly review.</div></div><div><div>Reference:</div><div>Keep the information regarding a project separate from the project list.</div><div>Create a general reference filing System</div><div>Have specific files or even filing systems for bigger projects</div><div>Craft your system from ground up. Find some information to keep, decide where to put it so you can find it at the righth time.</div><div>Don't plan your system</div></div></div></div><div><div>Basic Categories to keep track of</div><div>Summary of all Information to collect</div><div><div><div>• <b>A Projects list</b></div><div>• <b>Project support material</b></div><div>• <b>Calendar actions and information</b></div><div>• <b>Next Actions lists</b></div><div>• <b>A Waiting For list</b></div><div>• <b>Reference material</b></div><div>• <b>A Someday/Maybe list</b></div><div>• <b>Context Specific Action Lists?</b></div><div>• <b>Wo ist denn die "In" Box oder der "In" Tray?</b></div><div>Müsste die nicht digital auch eine Liste sein?</div></div></div><div>Checklists</div><div><div><div>• Reminders to help you ensure you have thought of everything regarding a topic</div><div>• Things you want to pay more attention to</div><div>• If you don't know what to do in a situation, you need a checklist</div></div><div><div>• Put commitments into projects, then define next action steps</div><div>• Put commitments into areas of responsibility</div></div></div></div></div></div>	<div><div>Reflect</div><div><ul style="list-style-type: none"><li>Reflect on the commitments to keep them aligned with your values</li><li>Keep lists, plans and checklists</li><li>Take a few seconds a day for review</li></ul><div>Weekly Review</div><div><div><div>• Get clear on everything you could be doing but decide not to</div><div>• 2h at the end of the week</div></div><div><div>• Do:</div><div><ul style="list-style-type: none"><li>Collect all new items that have accumulated</li><li>Review the Lists</li><li>Update for completion</li><li>Process everything according to the GTD Flow chart</li></ul></div></div><div>• 3 Part Drill:</div></div></div><div><div><div><div><div>Get Clear:</div><div><ul style="list-style-type: none"><li>Gather all the new information</li><li>Empty your head and write it all down</li><li>Empty the "In" Box</li></ul></div></div><div><div>Get Current:</div><div><ul style="list-style-type: none"><li>Start the Review</li><li>Review:<ul style="list-style-type: none"><li>Calendar</li><li>Next Actions Lists</li><li>Waiting For Lists</li><li>Project Lists</li><li>Agendas</li><li>Someday/Maybe Lists</li></ul></li><li>Collect everything that comes to your mind while doing</li></ul></div></div><div><div>Get Creative:</div><div><ul style="list-style-type: none"><li>Review the Someday/Maybe List</li><li>Think about new projects to start</li><li>Review your priorities and vision</li></ul></div></div></div></div></div></div>	<div><div>Engage</div><div><ul style="list-style-type: none"><li>When you are clear about what you do and do not avoid things out of anxiety, you can trust your intuition to make decisions.</li></ul><div>4 Criteria to make good decisions</div><div><div><div><div>Context:</div><div>Are all the resources available?</div></div><div><div>Time Available:</div><div>Is there enough time to do it?</div><div><ul style="list-style-type: none"><li>create a List of things to do spontaneously whenever you have some random time at hand</li></ul></div></div><div><div>Available Energy:</div><div>Is there enough energy available to do it?</div><div><ul style="list-style-type: none"><li>Create a List of low effort things to do when you have not much energy</li></ul></div></div><div><div>Priority:</div><div>What action brings the highest payoff?</div></div></div></div><div>3-Fold Model of doing daily work</div><div><div><div><div>Defining Work:</div><div><ul style="list-style-type: none"><li>Go through your mails</li><li>Gather new stuff</li><li>Process through GTW Workflow</li></ul></div></div><div><div>Doing defined Work:</div><div><ul style="list-style-type: none"><li>Go through your calendar &amp; the Next Actions Lists</li><li>Decide what to do according to the 4 Criteria Model</li></ul></div></div><div><div>Doing unplanned Work:</div><div><ul style="list-style-type: none"><li>If something unexpected comes up, decide by the 4 Criteria Model, if they are worth doing immediately</li></ul></div></div></div></div><div>6 Level Model for Reviewing your work</div><div><div><div>• Deal with what is present and don't worry too much about the context of the action within the other levels</div><div><div><div><div>Actions:</div><div><ul style="list-style-type: none"><li>All actions to take</li><li>Lists of Next Actions</li></ul></div></div><div><div>Projects:</div><div><ul style="list-style-type: none"><li>All open project loops</li><li>Lists of Projects</li></ul></div></div><div><div>Areas:</div><div><ul style="list-style-type: none"><li>All accountabilities &amp; criteria you set for yourself</li><li>Lists of Areas of Focus</li></ul></div></div><div><div>Goals:</div><div><ul style="list-style-type: none"><li>Things you want to achieve (in 1 or 2 years)</li></ul></div></div><div><div>Vision:</div><div><ul style="list-style-type: none"><li>Longer term aspirarions (in 3 to 5 years)</li><li>Long term Changes to consider</li></ul></div></div><div><div>Purpose &amp; Principles:</div><div><ul style="list-style-type: none"><li>Big-Picture of what is important to you</li></ul></div></div></div></div></div></div></div></div>
--	--	---	--	--

## 5 Steps of Project Planning: Natural Planning Model

**Natural Planning** = the natural process through which planning is done.  
Most problems with planning result from not following this process.

1. Define purpose and share
2. Set standards and behaviors
3. Envision success
4. Collect all ideas
5. Identify key milestones and deliverables
6. Assign next actions and owners

Purpose & Principles	Vision	Brainstorming	Organising	Next Actions
<ul style="list-style-type: none"> <li>Define the purpose of the project</li> <li>What are you really trying to accomplish and why? The WHY</li> <li>Define the principles to be kept:</li> <li>Which behaviour would undermine the project?</li> <li>What needs to happen for you being able to trust someone else to execute the project for you?</li> </ul>	<ul style="list-style-type: none"> <li>Define what success would look like</li> <li>The WHAT</li> </ul>	<ul style="list-style-type: none"> <li>Collect every idea you can find for the project</li> <li>Create Mind Maps to organise your thoughts</li> <li>Don't evaluate or organise the ideas.</li> </ul>	<ul style="list-style-type: none"> <li>Identify all the relevant pieces</li> <li>Sort them into priorities, components and sequences</li> </ul>	<ul style="list-style-type: none"> <li>Define the Next Action of the project</li> <li>What needs to be done, to put it forward?</li> <li>Break it down until there is a clear action to take</li> </ul>

## Implementation

<b>Setting up the Workspace:</b>	<ul style="list-style-type: none"> <li>Create a dedicated workspace for yourself at home</li> <li>Take 2 to 3 days to create a good workspace</li> </ul>
<b>Setting up a capturing system:</b>	<ul style="list-style-type: none"> <li>Take 6h to set it up right</li> </ul>
<b>Clarifying your next actions:</b>	<ul style="list-style-type: none"> <li>Take 8h to clarify all of them</li> </ul>
<b>Create a General Reference System:</b>	<ul style="list-style-type: none"> <li>It should take you less than a minute from learning some information to deciding the next actions and processing them</li> <li>Have one General Reference Filing System with folders alphabetically sorted.</li> <li>A-Z because grouping by projects or themes increases the number of places things cannot be found</li> <li>Create Folders only regarding a topic, person, project or company and store them alphabetically.</li> <li>This reduces the number of places something can be found</li> <li><b>Reference Material</b> = everything you simply keep for information. Nothing that has an action attached to it</li> </ul>

## Mastering GTD

<b>Mastering the Basics</b>	<ul style="list-style-type: none"> <li>Establishing the habit of capturing</li> <li>Defining action steps and executing on them</li> <li>Use a Calendar, Next Actions, Waiting For List</li> <li>Establish a Weekly Review</li> <li>Use the 2-Minute-Rule</li> </ul> <p>Having control over your hourly and daily work</p>
<b>Integrated Life Management</b>	<ul style="list-style-type: none"> <li>Create a full Project List and Areas List</li> <li>Have a customized system to manage them</li> <li>Trusting your system to help you deal with surprises</li> </ul>
<b>Focus, Direction &amp; Creativity</b>	<ul style="list-style-type: none"> <li>Having freed up time to focus on more creative things</li> </ul>