



The Getting Things Done® (GTD®):
The Art of Stress-free Productivity

PERSONAL PRODUCTIVITY EQUALS TEAM POWER

The success of critical projects and programs requires the skill, energy, and focus of every team member. Research shows that when just one or two team members make even small fumbles (miss deadlines, work on the wrong priorities, or forget tasks), team productivity is cut by an average of 24%. On the other hand, teams that have a shared process for managing workflow foster trust, engagement, and efficient execution.



WHAT IS GETTING THINGS DONE?

The Getting Things Done® (GTD®) methodology was developed 30 years ago by *New York Times* bestselling author David Allen. The course teaches skills to manage the constant flow of requests, tasks, and interruptions people face at all levels of the organization. By learning how to capture, clarify, and organize incoming requests, people are more likely to make strategic decisions about where to invest their time and energy, focus on the right priorities, and prevent critical projects from slipping. They are also less likely to experience stress and burnout.

The in-person experience of Getting Things Done is an engaging classroom course rich with peer discussion, real-time practice, and group support and coaching. Delivered in one day, this in-person course offers the best in traditional learning and development.

Course Details

The in-person experience of Getting Things Done incorporates group discussion, video case-studies, personal reflection, and engaging exercises into a fast-paced learning experience that enables participants to immediately apply their insights to their workload.

OBJECTIVES:

- Increase Individual Focus
- Prioritize Projects, People, Tasks
- Team Productivity & Trust
- Shared Process and Practices
- Improved overall engagement
- Stress-Free Work Environment

What's the next step?

Contact us today to learn more.
Call 0 2728 0200
e-mail: info@pacrimgroup.com
visit pacrimgroup.com

Day 1 (8.30 a.m.-17.00 p.m.)

LESSON 1: INTRODUCTION

- Learn how the CCORE methodology can help you achieve the ideal productive state.

LESSON 2: CAPTURE

- Avoid keeping tasks and to-dos in your mind.
- Collect all the inputs that have your attention.
- Direct everything to a few chosen capture tools that you empty regularly.

LESSON 3: CLARIFY

- Take time to decide what each item means to you.
- Identify the very next action that would move you toward closure.
- Process the items in your inboxes regularly and effectively to avoid fatigue and backlog.

LESSON 4: ORGANIZE

- Utilize your calendar more effectively to free up more time.
- Sort next actions by context rather than topic to make completing them easier.
- Create and track a complete inventory of all project outcome
- Track all your lists in a list-management tool that becomes your trusted system.

LESSON 5: REFLECT & ENGAGE

- Scan your calendar and lists at the right times.
- Use your system to take appropriate action with confidence.

LESSON 6: RENEW THROUGH REVIEW

- Review your system weekly so it's always current.
- Make key connections between short-term tasks and long-term goals.
- Commit to implement GTD and follow-up with an accountability partner.

Day 2 (8.30 a.m.-17.00 p.m.)

INSTALLATION LAB

- Set-up and personalized your chosen GTD system (such as MS To Do) for next actions and projects and populate them
- Best practices for calendar management
- Email management
 - Structure email folders and rules to support action management
 - Address reference emails and best practices to handle them
 - Practice Clarify & Organize emails
 - Manage email backlog
 - Experience Inbox zero
- Best practices for meeting management
- Guided Weekly Review

