



# Getting Things Done

## Training Course Details

Getting Things Done (GTD) Level 1: Fundamentals Training includes eight hours of classroom instruction, learning activities, and videos to teach individuals the skills they need to focus their attention, prioritize commitments, and increase personal productivity.

WHEN ORGANIZATIONS EXPECT AND REINFORCE THE BEST PRACTICE OF ALLOWING NOTHING TO FALL THROUGH THE CRACKS, WHEN EVERYONE IS ACCOUNTABLE FOR RESULTING ACTIONS, AND WHEN COMMITMENTS ARE CLARIFIED AND TRACKED BY THE APPROPRIATE PEOPLE, IT CAN SIGNIFICANTLY INCREASE A CULTURE'S PRODUCTIVITY AND DECREASE STRESS.

**David Allen**

*If you are falling victim to mental clutter, work overload, and the overwhelming anxiety that comes from too much, GTD Training is for you. Call **306.546.3284** or [VJ S^ us Tamara@TamaraKerr.com](mailto:Tamara@TamaraKerr.com) to learn more.*

### Trainer Certification

Use our trainer certification program to enable your in-house trainers to offer the highest quality training program inside your own organization.

### Participant Materials

- *Getting Things Done* paperback book by David Allen
- GTD Participant Toolkit, including:
  - Jumpstart Booklet
  - GTD Workflow Map
  - GTD Methodology Guide
  - I&I Web Series

9:00 a.m.	Introduction: <b>Getting Things Done</b>	Learn The Five Steps of Workflow Mastery.
9:50 a.m.	<b>Productive Experience</b>	Explore the concept, <i>Your Mind is For Having Ideas, Not Holding Them</i> . Experience a high-productivity moment—What was it like? How can those moments be re-created consistently?
10:20 a.m.	Break	
10:35 a.m.	Step 01: <b>Capture</b>	Learn to collect 100% of everything that has your attention.
11:25 a.m.	Step 02: <b>Clarify</b>	Take what you have captured and decide what it means. Is it actionable? What does “done” look like? What's next?
12:30 p.m.	Lunch	
1:30 p.m.	Step 03: <b>Organize</b>	Sort your actionable items into appropriate lists.
2:40 p.m.	Step 04: <b>Reflect</b>	Review your lists to determine what to do next. Keep your lists current and clean.
3:15 p.m.	Break	
3:30 p.m.	Step 05: <b>Engage</b>	Use your system to take appropriate actions with confidence.
4:30 p.m.	<b>Taking Action with Getting Things Done</b>	Create an action plan to implement the five steps. Learn more about Implementation and Installation (I&I) support. Begin your journey to stress-free-productivity.
5:00 p.m.	End of training	