



# SKILLS TO ACHIEVE STRESS-FREE PRODUCTIVITY GETTING THINGS DONE

Getting Things Done Training teaches skills individuals can immediately apply to better focus on the most meaningful work, organize information, prioritize commitments, create mental space for innovation, and achieve stress-free productivity.

## Getting Things Done Training – Monday, May 25, 2020 from 7:45 a.m. to 5:00 p.m.

Combining research with powerful and proven instructional design, Getting Things Done (GTD) Training brings practical productivity skills to life for the modern learner – yielding improved individual effectiveness, project efficiency, meaningful productivity, team innovation and relationships.

### Presented by:



### Who needs this training?

Are you always busy but rarely productive? Do you start your day with good intentions and finish further behind? Are you letting others (or yourself) down because you don't follow through on commitments? If you are falling victim to work overload, modern-workplace chaos, and the overwhelming anxiety that comes from too much to do (and not enough time), this training is right for you. GTD Training uses a common language and system to help individuals, teams and organizations manage their mind, time, space, stress, and productivity.

### In partnership with:



**TURN CHAOS INTO CONTROL.** Learn a system to reduce mental clutter and take control of your thoughts and tasks.

**ALIGN FOCUS AND ACTIONS.** Learn practical skills to reduce decision fatigue and focus on next actions.

**INCREASE PRODUCTIVE MOMENTS.** Gain skills that, when applied consistently to the right tasks and projects, create more stress-free, productive moments.

**IMPROVE INDIVIDUAL EFFECTIVENESS.** With productive moments, yield increased reliability, efficiency and effectiveness in the projects and moments that matter most.

GTD Training includes classroom instruction, learning activities and videos to teach you the skills you need to focus your attention, prioritize commitments, and increase personal productivity.

### GTD Training Course Details

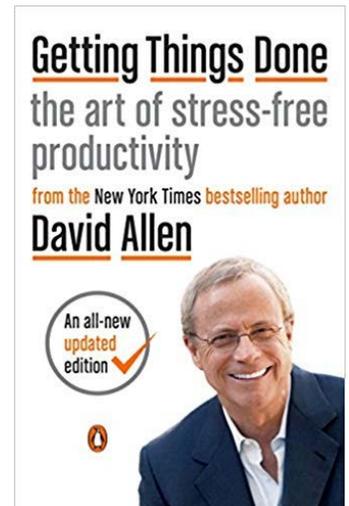
- Introduction – Learn The Five Steps of Workflow Mastery.
- Productive Experience – Explore: *Your mind is for having ideas, not holding them.*
- Capture – Learn to collect 100% of everything that has your attention.
- Clarify – Take what you have captured and decide what it means.
- Organize – Sort your actionable items into appropriate lists.
- Reflect – Review your lists to determine what to do next. Keep your lists current and clean.
- Engage – Use your system to take appropriate actions with confidence.
- Taking Action – Create an action plan to implement the five steps.

**Participant Materials:** *Getting Things Done* book; GTD Participant toolkit that includes a Jumpstart Booklet, GTD Workflow Map, GTD Methodology Guide, I&I Web Series.

**Workshop Facilitator: Rhonda Barry** has been involved with corporate training and development, nationally and internationally for over 35 years. She designs and delivers programs from process and systems training to leadership, sales, team development and train the trainer. Rhonda is certified in Getting Things Done, Crucial Accountability, Crucial Conversations, Influencer, and Myers Briggs Type Indicator (MBTI™). She was a finalist in the YWCA Women of Distinction awards and has been profiled as an Inventive Woman in Canada for her innovative and successful training.

### REGISTER ONLINE at [www.QNET.ca](http://www.QNET.ca); course fee:

QNET / APICS / MB Aerospace Members: \$759 + gst / Non-members \$899 + gst  
Workshop location: QNET, Suite 660 – 175 Hargrave Street, Winnipeg



### Extended Education

*GTD is an optional course in QNET's Certificate in Management Development and is eligible for credit in the University of Manitoba CAM:OE. It has been approved for 8 CPHR Continued Professional Development Hours by CPHR Manitoba.*