

Introduction to Mastering Workflow

Overview

This dynamic half-day workshop provides an introductory but comprehensive overview of the GTD workflow process—the critical five phases of dealing effectively with the volume of “stuff” we must engage with daily. It incorporates all the essential elements of our hallmark Mastering Workflow seminar—how to collect, process, organize, review and make good intuitive choices about what to do—in an abbreviated format that can be delivered easily to groups with limited time.

Course Outline

Mastering Workflow

1. Introduction

Transmuting “Stuff” to Outcomes and Actions

2. Collecting

The “Mind Sweep”
Using Collection Tools

3. Processing

The Fundamental Process
Outcomes and Actions

4. Organizing

Using Personal Management Tools
Fundamental and Expanded Systems
Total Workflow Integration

5. Reviewing

The Critical Success Factor

6. Doing

Criteria for Choosing Action

For more information

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