



## Overview of Services & Resources

This is a brief description of the programs and products offered by the David Allen Company. All serve our corporate purpose of helping people get more done with less effort, improving performance and the quality of the work experience.

Our seminars provide an understanding of the best practices and tools of personal and interactive productivity, and our performance support programs install those behaviors and systems, tailored to individuals. Our virtual, on-line performance support resource provides implementation support and on-going education.

A unique quality of our models is the universality of their applications. They can be equally relevant and beneficial to senior executives as they can be to new hires, across every division. They can also contribute as much to one's personal as well as professional life.

Our clients include international corporations, governments, not-for-profits, small enterprises, and private individuals. And though our offerings have great stand-alone value, hundreds of organizations have successfully used a combination of our seminars, coaching, and published materials to significantly improve output and the general tone of their work culture.

We invite you to explore further with us how we can support your goals and those of your organization. Please contact our offices for more details, and perhaps to schedule a more in-depth conversation.

C. Patrick Smith  
CEO  
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# Seminars

## **Getting Things Done: Mastering Workflow (7 hours)**

Provides a step-by-step delineation of the five phases of workflow management and the objective thinking process required to most effectively deal with the action level of work. Shares the best practices for collecting, processing, organizing, reviewing, and deciding about what to do, in real time. How to configure specific organizing tools (e.g. Outlook), set up filing systems, and tie it all together into a logical seamless system. Lecture, participant exercises, and Q&A provide a good “running start.” Workbook provided.

## **Getting Things Done: Introduction to Mastering Workflow (4 hours)**

An abbreviated version of the Mastering Workflow seminar. Delineates the basic processes of gathering, deciding about, and organizing work. Discussion of organizing tools and options for implementation at the workstation after the seminar. Lectures and brief exercises to test out the model. Minimal hands-on. Workbook provided.

## **Getting Things Done: Managing Projects and Priorities (6 hours)**

Offered as a second day to the Getting Things Done - Mastering Workflow seminar, Getting Things Done - Managing Projects and Priorities adds the best practices for project thinking, planning, multi-horizon prioritizing, and how to integrate those into the workflow system. The seminar will start with a brief refresher of the Mastering Workflow material, as well as giving the participants the opportunity to ask questions and get clarity on their own implementation of Mastering Workflow. Previous attendance at a Mastering Workflow seminar is required, as this second day seminar builds on the Mastering Workflow fundamentals.

## **Getting Things Done: Managing Workflow, Projects and Priorities (12 hours)**

Two-day format includes the complete Mastering Workflow and Managing Projects and Priorities curricula, plus modules on project inventories and priority setting.

## **Getting Things Done: Leveraging Focus and Vision (7 hours)**

This is a “graduate level” one day seminar that explores how vision, personally and organizationally, generates the two ingredients of permanent change: information and inspiration. This seminar is useful for individuals who want to clarify their own personal goals and horizons. It provides leaders and organizations with powerful formats for unifying and inspiring group outcomes and upleveled performance standards.

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# Coaching & Consulting

## **Workflow Coaching (16 hours in 2 contiguous days)**

Done at the client's office or workstation. Captures and eliminates backlog of unprocessed work items, trains in best practices for dispatching work at hand, and establishes a highly functional paper and digital organization system, specific for the client, which can handle their day to day work load. Demands full attention and minimal interruption of the client's focus (this is not a time/motion study, but rather an intensive implementation of project and action management). Includes a preliminary briefing document, plus two follow up telecoaching calls 1 to 2 weeks afterwards. This is the most effective implementation model for the David Allen Company workflow methodology.

## **Workflow Coaching - Advanced (customized 1-day sessions)**

This is a follow up coaching session as needed by the client. It can include fine-tuning his or her systems, refreshing the process, and actual day-in-the-life implementation monitoring.

## **Workflow Telecoaching (50 minute call)**

Telecoaching provides hands-on support to help you set up, maintain, upgrade, and reconnect to your personal productivity best practices and tools.

## **Workflow Assessment (2 to 8 hours)**

This provides an overview to the client of the best practices of workflow management, an assessment of the client's current workflow and systems, and practice application in selected areas of work at hand, as time allows. It does not include cleaning up backlogs, creating a customized integrated system, nor fine-tuning and testing the system. This is not a shortened Workflow Coaching, but rather an overview and taste of the process and recommendations for improvement.

## **Team Applications**

These workflow methods, when implemented, can have a significant impact on interactive productivity for teams and workgroups. A combination of seminar, coaching, and organization development consulting has proven highly successful. A preliminary conversation with a David Allen Company senior consultant to assess needs and explore approaches would be the initial step.

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# Customized Presentations/Speeches

We offer a variety of dynamic presentations about the increasingly popular topic of relaxed productivity. Engaging speeches and workshops can be targeted to key “hot” issues for a wide range of professional populations, in every type and size of organization. In customized 90-minute to half-day formats, we present new and highly relevant perspectives on the topics of time, stress, and priority management, work/life balance, organization, and self management.

**Sample Topics include:**

The Executive Mandate - Coping with Lean and Mean

Ready for Anything - Principles of Productivity

The Five Keys to Mastering Workflow

Managing Commitments - the Key to Relaxed Control

Creating Order Out of Chaos - Staying Afloat in a World of Too Much to Do

Getting Things Done: the Art of Stress-Free Productivity

Getting Projects Off Your Mind and Moving - Why Natural Planning is Not Normal

Mastering the Art of Work

What's On Your Mind? How to Stop Unproductive Thinking and Get Things Done

Making Change Stick - the Two Magic Ingredients

Getting Things Off Your Mind and Getting Them Done - The Zen of In-Basket Maintenance

Leveraging Focus and Vision - Harnessing the Power of Imagery in Life and Work

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# Additional Services/Resources

## **Getting Things Done Public Seminars**

Our seminars, “Making It All Work” and “GTD Mastering Workflow,” are presented to the public in major cities. Check the current schedule on our website at: [davidco.com/seminars](http://davidco.com/seminars)

## **Getting Things Done Interactive Course**

The GTD Mastering Workflow Interactive course is an interactive, online experience. In partnership with award-winning learning solutions provider Ninth House, this course makes the GTD workflow model highly-scalable and easily accessible throughout an organization.

## **GTD Connect (a membership)**

Because the application of the GTD practices requires a change in consistent behavior over a period of time, we have constructed a virtual support program to assist people in their implementation. As we all learn and utilize reinforcement at different levels and speeds, we have developed a set of instructional modules within a rich multimedia library that can be accessed and utilized by each person in their own unique way. This dynamic educational resource is available for individual membership as well as licensing for organizational training initiatives.

## **Products**

We are continually adding to an array of products that support the GTD best practices. They range from elegant desktop accessories with intelligent design to rich informational and training content in multimedia formats.

## **GTD Internal Training Certification**

For organizations that wish to develop internal capacity to instill the GTD best practices within their culture, we provide a GTD trainer certification program in partnership with Linkage Inc.

## **Website - The David Allen Company - [davidco.com](http://davidco.com)**

With lots of free articles, tips and information, the site introduces and reinforces many of the concepts and methods provided in the seminars and coaching.

## **E-mail Newsletter - “David Allen’s Productivity Principles”**

Our free newsletter contains a key productivity principle with commentary, David’s current Food for Thought essay, quotes, and practical tips. Sign up on the David Allen Company website at [davidco.com](http://davidco.com) or send your request and email address to [info@davidco.com](mailto:info@davidco.com).

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