

# Mastering Workflow Interactive

## Overview

In the last decade business professionals have experienced unprecedented changes in the complexity of their workflow. We are connected 24/7, working on highly interdependent goals and initiatives, and fielding input from literally every direction. It is increasingly critical to maintain control and perspective over the total inventory of work and life commitments – so that each of us can make trusted choices about what to do (and not do) at any point in time.

At the same time, pressure is building for entire business enterprises to become more agile: able to manage change and transition seamlessly, evolve culture to serve new strategic priorities, and balance innovation with efficiency. Leaders, managers, and all employees need processes and tools at their disposal to respond effectively to change – and translate new priorities into strategic plans, projects and action steps that realize goals and deliver value.

Getting Things Done (GTD) is a powerful, core business process that serves both individual and organizational effectiveness. The GTD Mastering Workflow model, implemented across an organization, ensures that people do more with less effort, teams deliver coordinated and streamlined results, and business enterprises respond to change with both strategic and tactical intelligence.

In partnership with learning solutions company Ninth House, the GTD Mastering Workflow Interactive course teaches key skills for workflow mastery:

- Ability to respond to change with both strategic and tactical intelligence
- Seamlessly manage a large volume of communication and commitments
- Streamlined execution of action

### Minimum System Requirements

- Windows® XP or Vista
- Processor: 1.0 GHz or faster (1.2 GHz or faster recommended)
- RAM: 256 MB (512 MB recommended) for Windows XP; 1 GB (1.5 GB recommended) for Vista
- Network Connection: 10BASE-T Ethernet (or equivalent wireless) network interface with bandwidth supporting 150 kbps.
- Sound Card: 16-bit sound card with speakers and/or headphones
- Monitor: 1024 x 768 resolution with 16-bit color depth
- Internet Explorer v6.0 or higher only. JavaScript, Active X, and cookies must be enabled.
- Adobe® Flash™ v9.0r124 or higher
- Adobe Acrobat Reader 7.0 or higher

## Course Outline

GTD Mastering Workflow Interactive delivers a systematic approach to achieving and maintaining stress-free productivity. In this highly-engaging, self-paced multi-media course, participants will learn the essentials of the GTD workflow system.

### Introduction

- Measuring personal control & perspective with the GTD-Q.

### Collect

- Creating ongoing, seamless systems for capturing anything and everything that has their attention.

### Process

- Defining actionable things discretely into outcomes and concrete next steps.

### Organize

- Organizing reminders and information in the most streamlined way, in appropriate categories, based on how and when they need to access them.
- Building their First Draft System, including step-by-step instructions for effectively using tools such as Microsoft Outlook, Lotus Notes and paper planners.
- Managing email – getting to zero on a regular basis.

### Review

- Keeping current and “on their game” with appropriately frequent reviews of the six horizons of commitments (purpose, vision, goals, areas of focus, projects, and actions).

### Doing

- Making trusted choices about what to do (and not do) at any moment.

### Resources Library

- Accessing the rich library of implementation tools to support the learner beyond course.

\*Available for group licensing. Individual sales not offered at this time. Visit [davidco.com/interactive.php](http://davidco.com/interactive.php) for more information.