

GTD Mastering Workflow

OVERVIEW

The GTD Mastering Workflow seminar is a one day presentation that will provide you with practical ideas on how to effectively handle all of the data, tasks and surprises that confront you – day in and day out. It is immediately applicable on both the personal and professional level.

Whether you are a business leader, an entrepreneur or simply meeting the demands of running a busy and sometimes out-of-control life, there is a smarter way to work and live – and we can show you how.

What You'll Experience

- Practical exercises and suggestions for creating a simple system that helps you to keep track of your commitments and projects
- An introduction to a fundamental thought process which you can immediately apply to your current mix of work and life
- A new sense of relaxed control and personal effectiveness
- A full day of personal insights and experiences direct from a senior David Allen facilitator

What You'll Learn

- Highly effective and simple techniques for handling email, paperwork and projects
- How to implement specific action steps to make sure that you are aware of all of your commitments (to yourself and others!)
- How to capture what has your attention, and place it into a system that you can trust – day in and day out
- How to clarify and organize your work, and reduce your sense of overwhelm in the process
- How to file paperwork, reading, emails, notes and more – so that you can find it all again where and when you need it

GTD Mastering Workflow - providing practical tips and ideas on winning at the game of work and business of life.

Register now. Seats are limited!

One-day seminar

\$595*

* Cost for Montreal seminars is \$695 per person.
Discounts for early registration. Group rates available for five or more.
Special rates for non-profits, students, GTD alumni and military.

What others have said about GTD Mastering Workflow

"The Mastering Workflow Seminar demonstrated the usefulness and practicality of the GTD system. Though I had read the book, I did not see all the logical ways to use the information. This seminar changed my paradigm every bit as much as the book itself."

"This one day seminar reinforced my understanding of the GTD methodology. The presenter was great and really helped invigorate and energize me to take my implementation to the next level. Now that I have collected and processed all of my "stuff", I feel much more in control and able to really be effective with our clients and the rest of my team. I will continue to highly recommend GTD and the seminar to friends and colleagues."

"Knowledgeable trainer who was interesting and had an appropriate amount of charisma without overwhelming the subject matter. All in all, it was very helpful for someone who has been at this for a bit now. I would recommend it to other GTDers, and also to new folks."

"Best seminar I've ever attended. Fully engaging presenter, materials and exercises."

"The beauty of this seminar is that people get more hands-on activity, hands-on success and thus energy to implement GTD."

Scheduled 2010 Dates

Mar 16 Washington, DC
Mar 23 Atlanta
Mar 25 Boston
Apr 1 Denver
Apr 16 Montreal, Canada*
May 26 Newport Beach
Jun 8 Chicago
Jun 10 Pittsburgh

Mar	Apr	May
Jun	GTD	Jul

Additional dates will be added as they are confirmed.

For the most current information, please visit: davidco.com/seminars

Information & Registration

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