

# GTD Making It All Work

## Winning at the Game of Work & Business of Life™

### MEET DAVID ALLEN IN PERSON



**“One of the 50 who matter most”**

–*Business 2.0 Magazine*

#### Overview

With the release of David Allen’s newest best selling book – Making it all Work: Winning at the Game of Work and the Business of Life – comes David Allen’s unique, in person, full day seminar of the same name.

Making It All Work builds on the foundational principles of getting things done, explores in depth the fundamentals of self management – control and perspective, and explains in detail the concept of the horizons of focus and when and how to use this unique perspective to achieve great results.

Making the right choices and ensuring their efficient execution have always been key elements to success. For those who are new to GTD, Making It All Work gives you more tools to make that happen. It also provides high-level overview and introduction to a lifelong set of best practices for staying clear, focused, and in control. For those already familiar with GTD, you’ll experience an increased appreciation for how control and perspective can change the way in which you play at the “game of work” and the “business of life”. We look forward to seeing you at a Making It All Work seminar near you!

Register now. Seats are limited!

One-day seminar with David Allen

**\$995**

\*The fee for London (UK) is \$1295.  
Discounts for early registration.  
Group rates available for five or more.  
Special rates for non-profits, students, GTD alumni and military.

#### You’ll have an opportunity to:

- Corral your inventory of “loose ends”
- Practice important decision-making on the front end
- Evaluate and upgrade your personal management system
- Identify the key conversations to have with yourself and others and set next actions in place to start them
- Have fun engaging directly with the expert *Fast Company* called “the guru of personal productivity” and *Forbes* identified as one of the five top executive coaches in the U.S.

#### You’ll Learn:

- How to get immediate control of “current reality”
- How to keep track of the total inventory of your commitments
- What decisions are critical to make, about what, and when
- Why most “personal management systems” don’t work
- How to evaluate the best tools to use to stay in control
- Why organizational issues are often personal process issues
- Why it’s so challenging to really change the simplest habits, and the secret key to make it easier
- How to use procrastination to your advantage
- How to continually self-consult to get back “on your game”
- How to install simple tricks that create profound results

#### Scheduled Dates:

**July 14** Boston  
**Sept 16** Washington, DC  
**Sept 23** London (UK)\*

Jul	GTD	
Aug	Sep	

Additional 2009 dates will be added as they are confirmed.  
For the most current information, please visit: [davidco.com/seminars](http://davidco.com/seminars)

#### Information & Registration

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A smarter way to work & live™