

# GTD - Managing Workflow, Projects & Priorities

## Discover a smarter way to work and live.

### Overview

The Getting Things Done - Managing Workflow, Projects and Priorities (GTD) seminar delivers the core self-management methodology to handle today's intensity and volume of communication, workflow, and responsibility. It introduces a revolutionary, holographic, intuitive approach to maintaining a clear-headed executive focus in a world of ambiguity and overwhelming commitments. The seminar principles have transformed organizational cultures and many lives.

Immediately practical, it organizes all pending activities within a seamless system ensuring control and successful completion. It offers highly effective techniques for dealing with paperwork, email, commitments, and internal thinking, while enhancing creativity and flexibility. Participants invariably experience a new sense of relaxed control and greater ability to focus and follow through toward meaningful objectives.

The GTD seminar is often utilized by companies as a key strategic educational component for organizational change. It provides a common language and effective standards for productive teamwork and output. Also, the principles and techniques remain valuable for the rest of the participants' personal and professional lives.

**Two day seminar**  
**9-5 both days (registration 8:30)**  
**Breakfast & lunch provided**

**\$695** (Corporate, Non-Profit & Group Rates Available)

<b>Washington, DC</b> Nov. 18 & 19, 2004	<b>London</b> Nov. 25 & 26, 2004
<b>Boston</b> Oct. 27 & 28, 2004	<b>Miami</b> Dec. 9 & 10, 2004

### Course outline

#### MASTERING WORKFLOW

Introduction: Transmuting "Stuff" to Outcomes and Actions

##### Collecting

The "Mind Sweep"

Using Collection Tools

##### Processing

The Fundamental Process

Outcomes and Actions

##### Organizing

Using Personal Management Tools

Fundamental and Expanded Systems

Total Workflow Integration

##### Reviewing

The Critical Success Factor

##### Doing

Eliminating Procrastination

Criteria for Choosing Action

#### MANAGING PROJECT FOCUS

##### The Power of Outcome Focus

How We Filter Information

Solution vs Limiting Focus

##### Capturing Creative Thinking

Brainstorming Tools

The Use of Creative Analysis

Open vs. Critical Styles

##### The Natural Planning Model

The Five Phases of How Our Mind Plans

Natural Planning vs Normal Planning

How to Think About (and Un-Stick) Projects

Projects and Personal Systems



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