

GTD | The RoadMap

Winning at the Game of Work and Business of Life

OVERVIEW

Live seminar with David Allen

David Allen's GTD: The RoadMap seminar is a high level overview and introduction to the "Getting Things Done" methodology that has transformed hundreds of thousands of lives and many organizational cultures. It is the pre-requisite for building the habits of successful self-management in a world where speed, ambiguity and overwhelming commitments often derail even the most capable and motivated individuals and corporations. David's up-close examination of his breakthrough principles of productivity improvement provide the tools for you to immediately implement your own specific action steps to achieve the focus, clarity and control to achieve your objectives.

Participants will learn the "black-belt" techniques for creating alignment and balance by viewing their world from the appropriate horizon of their commitments. The master key to overcoming resistance is revealed as The RoadMap's "Work-Life GPS" shows you how to identify where you are and what you need to do at any moment to get on top of your game and stay there.

Immediately practical, this seminar is the result of decades of coaching the world's top leaders and their corporations how to streamline and maintain their competitive edge. You'll have the opportunity in this impactful one day workshop to implement David's highly effective techniques for handling paperwork, emails, interruptions and commitments that will instantly enhance your own productivity.

You'll realize a new sense of relaxed control and focus as you learn the radical common sense methods for successfully implementing the five phases of workflow mastery. Participants can expect to leave this seminar with renewed energy and effectiveness, knowing that their busy lives are indeed manageable. GTD: The RoadMap is more than just the fast track to taking back control of your life— it is your complete handbook for Winning at the Game of Work and Business of Life.

One day seminar with David Allen

\$595

Discounts for early registration.
Group rates available for two or more.
Special rates for non-profits, students,
GTD alumni and military.

OUTLINE

Contents include:

- The Four Core Principles of Productivity.
- The Five Phases of Workflow Mastery.
- The two questions that transform "stuff" into real work (and create effective meetings).
- The Six Horizons of Focus that create the right perspective at the right time.
- The two components of permanent change.
- Tools and best practices for corraling everything in your world—and keeping track of it.

You'll learn:

- Why most "Time Management" systems fail.
- How to use procrastination to your advantage.
- Why it's so challenging to change simple habits—and the simple key to make it happen.
- How to self-consult to get back on your game.
- Why organizational issues are really personal process issues.
- What decisions are critical to make, about what and when.
- How to get immediate control of current reality.
- How to evaluate the best tools for YOU to stay in control.

You'll have an opportunity to:

- Corral your inventory of loose ends.
- Practice important front-end decision making.
- Evaluate and upgrade your personal management system.
- Free up "Psychic Ram".

Scheduled 2005 Dates:

Santa Monica—July 21
San Jose—August 17
London—September 08
Chicago—September 14
Minneapolis—September 22
Boston—September 30
Washington DC—October 26
Seattle—November 11

July		
Aug	GTD	
Sept	Oct	Nov

Information & Registration

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DavidAllen
A Smarter Way to Work & Live