

Managing Projects & Priorities

Overview

This one-day seminar is an opportunity for graduates of our courses to dive deeper into the GTD® models for planning projects and managing priorities. Led by our senior staff, the Managing Projects & Priorities seminar is an interactive and tactical workshop.

Immediately practical, the seminar gives participants practical models for planning, organizing and managing their projects and related actions. 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.

Prerequisites

This seminar builds on the essential GTD five phase model. It is open to graduates of our other courses. If you are not sure if your group qualifies, please contact us.

Course Outline

What You'll Learn

1. An overview of the essential GTD Mastering Workflow best practices.
2. Developing your priorities through the Horizons of Focus® model, and working with your next actions, projects, areas of focus, goals, visions, and purpose.
3. GTD Models and exercises for project focus and planning, including:
 - The power of outcome focusing
 - How we filter information
 - Capturing your creative thinking
 - Brainstorming tools
 - Applying one of your projects to the Natural Planning Model®
 - Natural planning vs. normal planning
 - How to think about (and un-stick) your projects

For more information

David Allen Company
solutions@davidco.com
805-646-8432
Fax 805-646-7695
www.davidco.com