



# Managing Projects & Priorities

## Seminar Overview

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

### What You'll Learn

- An overview of the essential GTD Mastering Workflow best practices.
- Developing your priorities through the Horizons of Focus<sup>®</sup> model, and working with your Next Actions, Projects, Areas of Focus, goals, visions, and purpose.
- 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<sup>®</sup>
  - Natural planning vs. normal planning
  - How to think about (and un-stick) your projects

### Prerequisites

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

### Seminar Includes

- Detailed workbook for creative brainstorming and planning your projects during the seminar
- *Ready For Anything* book
- GTD System file folders
- GTD Workflow Map
- 30 days of unlimited access to GTD Connect, our online learning center
- Continental breakfast and buffet lunch

### Seminar Dates

**Dec 2** Boston                      **Dec 7** Chicago  
**Dec 13** Washington, DC      **Dec 16** Dallas

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

### Tuition

\$595\*

### Logistics

8:30 am to 4:30 pm

### Register

Register at [davidco.com/seminars](http://davidco.com/seminars). For questions contact us at [publics@davidco.com](mailto:publics@davidco.com) or at 805-646-8432.

\* Discounts for early registration. Group rates available for five or more. Special rates for non-profits, students and military.