

# Managing Workflow, Projects & Priorities

## Overview

The two-day Getting Things Done® - Managing Workflow, Projects & 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, 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.

### For more information

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## Course Outline

### Mastering Workflow (day 1)

#### 1. Introduction

Transmuting "Stuff" to Outcomes and Actions

#### 2. Collecting

The "Mind Sweep"  
Using Collection Tools

#### 3. Processing

The Fundamental Process  
Outcomes and Actions

#### 4. Organizing

Using Personal Management Tools  
Fundamental and Expanded Systems  
Total Workflow Integration

#### 5. Reviewing

The Critical Success Factor

#### 6. Doing

Eliminating Procrastination  
Criteria for Choosing Action

### Managing Project Focus (day 2)

#### 1. The Power of Outcome Focus

How We Filter Information  
Solution vs. Limiting Focus

#### 2. Capturing Creative Thinking

Brainstorming Tools  
The Use of Creative Analysis  
Open vs. Critical Styles

#### 3. The Natural Planning Model

The Five Phases of How Our Minds Plan  
Natural Planning vs Normal Planning  
How to Think About (and Un-Stick) Projects  
Projects and Personal Systems