

Mastering Workflow

Overview

This one-day seminar delivers a dynamic, systematic, five-phase approach to dealing effectively with the incoming “stuff” of our lives—mail, memos, meetings, email, ideas, notes, to-do's, projects, reference materials, etc., and provides a practical methodology for utilizing paper-based and computer-based systems to organize it.

Our ability to focus effectively on the job and priorities at hand is too often challenged by the non-stop flood of required, but not necessarily urgent, input, decisions and actions with which we must deal. Mastering Workflow teaches a simple, fundamental thought process which participants immediately apply to current work at hand, creating critical enhancements and seamless integration of their own unique personal management systems.

Upon completion, participants experience an increased sense of relaxed, focused control. Projects, action steps, and supportive information are clarified and organized in a streamlined, workable context. Key issues such as “personal vs. professional,” staff communications, email overwhelm, filing, reading material, and project support, are addressed.

Any and all types of paper-based and computer-based tools can be used, with emphasis on the customization of a practical, leakproof personal system for the individual. Participants gain much greater understanding of how to best coordinate the different types of tools available and maintain a continuously improving, flexible approach.

Course Outline

Mastering Workflow

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

For more information

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