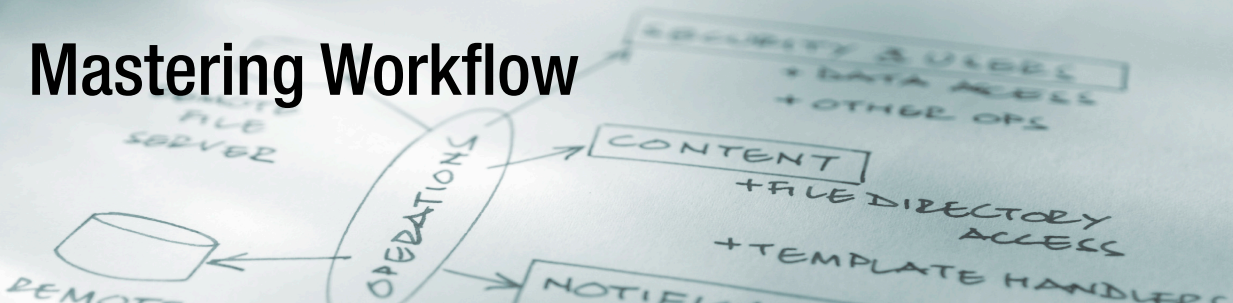


Mastering Workflow



Seminar Overview

A tactically oriented, hands-on seminar on how to get your GTD® system up and running. You will learn the fundamental GTD thinking process and start to build a trusted workflow system. Led by our senior presenters, who have extensive experience working with a wide range of people and organizations around the world. This one-day presentation is packed with practical recommendations and suggestions about how to put GTD to work for you—at work, at home and in everything you do.

What You'll Learn

- Managing workflow seamlessly (Collect, Process, Organize, Review, Do)
- Making clear decisions on your projects and actions
- Creating your draft GTD system for managing your projects and actions
- Getting your email to zero on a regular basis
- Organizing your projects and related pieces
- Efficiently dealing with filing
- Overcoming procrastination
- Prioritizing

* Tuition and logistics vary for Europe and Canada. Please visit our website for full details.

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

Seminar Includes

- Comprehensive workbook with rich examples demonstrating the GTD approach
- Jumpstart; a starter guide to tracking your projects and actions
- GTD System Guides depicting GTD models covered in the course
- *Getting Things Done* book
- 30 days of unlimited access to GTD Connect, our online learning center
- Continental breakfast and buffet lunch

Seminar Dates

Jan 26	Minneapolis	Jan 31	Boston
Feb 16	San Francisco	Feb 23	Chicago
Feb 28	St. Louis	Mar 1	London, UK*
Mar 9	Dallas	Mar 23	Washington, DC
Aug 3	Los Angeles		

Additional dates are added as seminars are confirmed. For most current information, please visit davidco.com/seminars

Tuition

\$595*

Logistics

8:30 am to 4:30 pm*

Register

Register at davidco.com/seminars. For questions contact us at publics@davidco.com or at 805-646-8432.