



David Allen Company

WE MAKE A DIFFERENCE

Staying on Top of Change

The business landscape is constantly changing. Every day presents a new issue or an opportunity. Staying competitive presents more and more challenges. Everywhere businesses are experiencing the effects. Overwhelm. Uncertainty. Fatigue. Rapid changes may be straining existing systems. The pace of change is greater. There is more data to process than ever before. Even top performers may be feeling under-resourced and overwhelmed by the avalanche of information, email, and outstanding action items. Deciding what to focus on, and what to do when, has never been more critical—for you, your team, and your entire organization.

Ready for Anything

At the David Allen Company we help people and organizations get focused on what they need to do. We enable organizations with the power to adapt and execute efficiently. We help to create focus. Focus on doing the things that matter with a clearer understanding of why. Focus on creating an environment where the individual's work is aligned with the goals of the department and the company. Focus in fostering a workplace where individuals can flourish, work smart, and contribute. We call that Aligned Execution. The result is improved performance and capacity. You're getting the right things done at the right time. You're ready for anything.

How We Deliver

Our ultimate goal is to make Getting Things Done® (GTD®) and its best practices a seamless and natural element of how your people and your organization interact with one another, your customers, and partners. We listen. We take on the business and people issues and opportunities together. We develop implementation and support plans specifically for your organization. We work with you—onsite and virtually—to make sure that you have the support in place when and as you need it. For individuals, teams, departments, and cross-functional work groups—and for executives and senior teams. We work with our clients to recommend and provide a blend of learning options, including:

- Seminars
- Coaching (Virtual and On-site)
- Online Learning Programs
- Speaking Engagements
- Trainer Certification
- Consulting and Working Sessions

We Can Help

If you have an issue or opportunity that has your attention, we want to hear from you. We can help. With headquarters in the United States and resources available around the world, we are ready for the conversation when you are.

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Seminars

Are your employees operating at their maximum efficiency? Are their day-to-day actions aligned with the goals of their team and your organization? Do they have seamless systems for managing the complexity of what their job demands and your organization deserves?

Our seminars provide an engaging and interactive experience that will equip your employees with the knowledge and tools for getting the right things done.

All of our on-site courses include learning support for further implementation and mastery of what participants learned in the classroom course, including:

- Extensive workbook with our full GTD Implementation Guide
- Jumpstart Guide to create their first draft system
- One-year of unlimited access to GTD Connect[®], where they can participate in regular webinars and discussion forums, and access our extensive audio, video and document libraries

Informational Seminars

These seminars provide information that will educate and inspire participants about the value of the Getting Things Done approach. Participants will leave the course with resources to begin implementation on their own. Brief exercises to apply the model are offered during the seminar.

Introduction to Mastering Workflow

Four hour seminar. Open to all and ideal for those new to GTD. Condensed overview of the best practices for mastering workflow. Provides a good “running start to the concepts for managing projects and actions. Minimal time in the seminar for applying the models or demonstrating examples. Good for groups who want a “taste” of GTD.

Mastering Workflow Refresher

Four hour seminar. Open to graduates of any of our other seminars, as it builds on the mastering workflow model. A great opportunity for participants to look at what’s working, not working and get re-engaged and re-inspired about their workflow and systems.

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Seminars

Application Seminars

These seminars provide participants with direct experience with the models to begin application, through hands-on exercises, group discussions, and facilitator demonstrations. Participants will leave the course with a first draft system populated to continue implementation on their own.

Mastering Workflow

Seven hours. Open to all and ideal for those new or experienced with GTD. Detailed instruction on the model for Mastering Workflow (Collect, Process, Organize, Review, and Do.) Ideal for groups who want to dive deeply into the models for defining projects, actions and managing email, with time in the seminar for examples, group discussion and hands-on practice with the models. This is our most popular seminar, as it gives participants a great opportunity to get the fundamentals of GTD down, with time built in during the class to begin applying what they are learning.

Managing Workflow, Projects & Priorities

Twelve hours over two consecutive days. Open to all and ideal for those new or experienced with GTD. Includes all of the content in the one day Mastering Workflow class, with even more time for application and examples. The second day of this course expands into the model for priorities, the power of outcome focus, and project planning. The afternoon of the second day features the Natural Planning Model[®], giving participants an opportunity to creatively plan one of their projects--from defining its purpose to drilling down to tactical Next Actions.

Managing Projects & Priorities

Seven hours. Available only to graduates of our other GTD seminars. Starts with a brief review of the Mastering Workflow model to bring all of the participants together on the same page of best practices, then expands into the priorities model and creatively planning projects with the Natural Planning Model[®]. This course is essentially a stand-alone version of the second day of Managing Workflow, Projects & Priorities. Many clients choose to offer this course several months after their staff have gone through the Mastering Workflow course and have the fundamental system in place.

Making It All Work

Eight hours. Led exclusively by David Allen. Open to all. Fast pace presentation reviewing the Mastering Workflow model, priorities model, and making change stick. A dynamic and engaging presentation. Best suited for those who want an overview of the “whole game”. Less hands-on time building the core components of a system than our more tactical Mastering Workflow course, but is sure to inspire participants to think about their work and life in new ways.

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Seminars

Optional Add-ons to Seminars

Our Add-on services provide additional implementation support for your learners. They are a terrific way to ensure your learners are well-equipped to build and maintain trusted systems and make the most of your investment in teaching them the Getting Things Done methodology. All of these Add-on services are in addition to the Informational or Application seminars.

Guided Setups

Up to two hours, depending on companion seminar deliverable. These instructor-led sessions guide participants on laptops through the settings for applying Getting Things Done to Microsoft Outlook® or IBM Lotus Notes®. Participants will walk through the specific setup steps and features we recommend for maximizing productivity in those tools. They will have a chance to begin populating their projects and actions directly into the software, cleaning up backlog and organizing email, and structuring their project support.

Typical combinations for Guided Setups include:

- Four hour Introduction to Mastering Workflow in the morning and 2 hour Guided Setup in the afternoon
- Seven hour Mastering Workflow for a full day and 1 hour Guided Setup integrated during the day around the organizing module or at the end of day

Webinars

Up to 90 minutes. Before a classroom seminar, a webinar can kick off the GTD initiative by getting participants familiar with and excited about the concepts. After a classroom course, webinars can support what participants have learned and create accountability for implementation over time.

Huddle Up Sessions

Up to three hours. Huddle Up Sessions were born out of one of our most successful client success stories. They are essentially accountability sessions where participants “huddle up” as a group, the day after their classroom course, after they've had a chance back at their desks/offices in the morning implementing what they learned in the class the day prior. Participants come back to report on their implementation efforts, what they've learned, have more time to ask their facilitator questions, and get support from their colleagues. It's a terrific opportunity to build-in implementation time for your learners and see first-hand success, in a very short period of time, about how and why GTD works.

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Coaching

People are receiving more ambiguous, challenging, and change-producing input in one month than previous generations likely handled in one year. How seamless are your systems for dealing with that input? How aligned is the time you or your employees spend day-to-day with the goals of the team and of your organization?

Our Coaching Services are custom-built programs, delivered on-site or virtually. Participants will learn the fundamentals of the Getting Things Done approach, tailored to specific roles, responsibilities, learning styles and current workflow.

On-Site

Workflow Coaching

16 hours over two contiguous days. On-site at your location installing a seamless workflow system with you. Ideal for those looking for the most comprehensive coaching program we offer. Focuses on building seamless workflow systems and mastering the “moves” of GTD.

Workflow Coaching Assessment

Two to eight hours. On-site at your location. Suited for teams looking to share a day of coaching services with colleagues in their department. Focuses on key productivity improvement opportunities. Best for those who already have some familiarity with GTD, so that the session time can be spent on tactical application.

All on-site coaching clients receive one-year of unlimited access to GTD Connect, where they can participate in regular webinars and discussion forums, and access our extensive audio, video and document libraries.

Our two-day Workflow Coaching and one-day Workflow Coaching Assessment sessions (when one individual is assessed for the full-day) also include the Cognitive Preference Survey, which is a tool we use to assist us in understanding each client's unique set of preferences that influence how he or she thinks and learns. These preferences can be extraordinarily useful for recognizing how someone optimally performs within the GTD framework, as well as in relating to others on their team and throughout their organization.

Virtual

Virtual Workflow Coaching

50-minute sessions by phone, Skype, or GoToMeeting®. Ideal for those who want to target specific implementation areas or questions, such as setting up a list manager, planning projects, or doing a Weekly Review. Four sessions are recommended for maximum benefit. Experience with GTD is a prerequisite.

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Online Learning

GTD Connect - online learning center

GTD Connect is our online learning center. Created to provide ongoing implementation support for our seminar and coaching clients, it has evolved into a global community of people learning and sharing about GTD, productivity, and work/life efficiency.

Includes regular webinars with David Allen and the David Allen Company Coaches, a huge multimedia library, lively discussion forums, and the GTD Getting Started & Refresher series. GTD Connect is available to individuals on a monthly or yearly subscription basis and is provided to all of our on-site seminar participants and on-site coaching services clients.

GTD Mastering Workflow Interactive - online course

The GTD Interactive course is a new breed of online learning. Partnering with design experts PDI Ninth House, we've created a course that blends rare videos of David Allen coaching someone through the GTD concepts for mastering workflow, with tactical exercises for building a trusted GTD system. Learners will leave the course with comprehensive implementation plans and a first draft system built for tracking projects and actions.

Available on a 12-month subscription, giving learners unlimited access to the course exercises and extensive resource library. Comprehensive enough to be a stand-alone course, similar in content to our half-day Introduction to Mastering Workflow course. Due to the technical prep required, this course is available for groups of 20 or more only.

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Speaking Engagements

Speaking engagements are an excellent way for your group to experience the GTD methodology in a very condensed format. Speeches are best suited for people who want inspiration and exploration, not implementation or installation. Led by David Allen and our senior presenters.

Sample speech topics include:

Keys to Mastering Workflow

Managing Commitments - the Key to Relaxed Control

Creating Order Out of Chaos - Staying Afloat in a World of Too Much to Do

Getting Things Done: the Art of Stress-Free Productivity

Getting Projects Off Your Mind and Moving - Why Natural Planning is Not Normal

Mastering the Art of Work

What's On Your Mind? How to Stop Unproductive Thinking and Get Things Done

Making Change Stick - the Two Magic Ingredients

Getting Things Off Your Mind and Getting Them Done - The Zen of Inbox Maintenance

Leveraging Focus and Vision - Harnessing the Power of Imagery in Life and Work

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Trainer Certification

The Getting Things Done Essentials Certification Program certifies experienced corporate trainers to teach the GTD approach within their organization.

The certification process includes:

- Three day certification workshop with a David Allen Company Master Trainer
- Three practice sessions in their organization
- Webinars and follow-up phone calls with their trainer
- Final GTD knowledge exam

Upon certification, trainers will be certified to lead an engaging and fast paced half day GTD workshop, based on the Five Phases of Mastering Workflow.

Ongoing support includes:

- A one-hour customized phone session with a senior David Allen Company coach to set up and/or review the trainer's personal GTD system
- Access to your David Allen Company Master Trainer for ongoing support
- An annual maintenance program for Certified Trainers which includes six webinars, one complimentary seat at a David Allen Company public seminar, and exclusive training videos from David Allen
- Education, marketing and support materials for Certified Trainers to use in-house to promote post-course learning and activities

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OVERVIEW OF SERVICES & RESOURCES

Consulting & Working Sessions

Looking to accelerate your team performance? In these one and two day working sessions, your functional and operational teams learn to apply our Natural Planning Model® to crisp up their goals, creating tighter alignment with corporate strategy and vision. Critical improvement projects are defined, key priorities recast, and solid implementation plans are put in place. The resulting alignment ensures accelerated execution of critical goals and objectives.

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Additional Resources

Productive Living Newsletter

Productive Living is our free, educational newsletter. Each month you'll gain a wealth of valuable tips, tricks and strategies from David Allen and the David Allen Company Coaches to help you live a productive life—personally and professionally. davidco.com

GTD Times

The official blog of GTD and the David Allen Company, with a wide range of tips, tricks, latest news, and community contributed articles. gtdtimes.com

Twitter

With over 1.3 million followers, David Allen “@GTDGuy” dispenses helpful advice, thought-provoking questions, and inspiring insights. twitter.com/gtdguy

Facebook

Our GTD Facebook Fan page for tips, insights, latest news and special offers. facebook.com/gettingthingsdone

LinkedIn

Our LinkedIn group is an active community of professionals sharing ideas, best practices, and successes in applying the GTD approach personally and within their organizations. linkedin.com/groups?gid=2328651

Products

We offer an array of products that support the GTD best practices. They range from elegant desktop accessories with intelligent design to rich informational and training content in multimedia formats. davidco.com

For more information, please contact us at:

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