



Skills to Achieve Stress-Free Productivity

Based on the New York Times bestseller of the same title, GTD Training teaches participants a set of skills to achieve stress-free productivity.

With GTD's proven framework of five simple steps, it is easy to get more done, stress way less and stay on top of all your commitments:



CAPTURE

COLLECT WHAT HAS YOUR ATTENTION



CLARIFY

PROCESS WHAT THEY MEAN



ORGANIZE

PUT IT WHERE IT BELONGS



REFLECT

REVIEW FREQUENTLY



ENGAGE

SIMPLY DO



Clear your mind, free your thoughts and be more engaged at work (and play!) – with **Getting Things Done®**

Getting Things Done (GTD) is a work-life management system for getting organized and staying productive. It's powerful framework to manage commitments, information and communication is based on a methodology that's a result of 30 years of in-the-field research and practice of productivity methods.

Widely recognized as the gold standard in personal and organizational productivity, GTD has helped countless individuals and organizations bring order to chaos. The goal is to spend less time doing the things you have to do, so you have more time for the things you want to do.

GTD enables greater performance, capacity and innovation. It alleviates the feeling of overwhelm, instilling focus, clarity and confidence.

Course Outline

- The Fundamental Process - how can we think decisively and effectively about things that need to get done?
- The Five Phases of Workflow - a model for analysing and optimising the way we work every day
 1. **Collection** - reducing distraction and freeing up mental space by ensuring we have a complete inventory of things that need our focus, from emails to important thoughts that occur to us in the shower
 2. **Processing** - efficiently clarifying what the things we have collected mean to you, and how best to move them forward
 3. **Organizing** - creating an effective, leak-proof organizational system, using available tools and technologies, that works the way you want it to work
 4. **Reviewing** - ensuring complete perspective on the moving parts in your world, so that everything gets the right amount of your attention
 5. **Doing** - have the confidence that at any given moment you are focused on the right thing

"The GTD system is a revelation."

Fortune Magazine

"Getting Things Done offers help building the new mental skills needed in an age of multitasking and overload."

*Sue Shellenbarger,
The Wall Street Journal*

"GTD allows me to be present and to show up fully in the moment."

*Louis Kim,
Hewlett Packard*

Who Needs GTD Training?

GTD is for executives, leaders and individuals who would like to be more productive and effective at work in less time with less stress and greater mental clarity. GTD can help one overcome distraction, procrastination, and uncertainty and help teams to delegate better, come away from meetings with a clearly defined sense of purpose, and align on shared goals in ways that ensure that the right things get done. The methodology works with existing software and tools, and can be highly customized to individual preference and work style.

Organisational Benefits of GTD

Companies that had individuals or teams attending the GTD training have experienced:

- **Improved productivity** as employees focus on right tasks and projects which create more stress-free, productive moments.
- **A more positive work culture** as employees can prioritise and get the right things done, without fear of forgetting the delegated tasks.
- **Increased creativity** in teams as employees are free from constant stress, giving them more time for strategic and creative thinking.
- **Better work-life balance** for the employees as they feel more in control, using practical skills that help reduce decision fatigue and focus on next actions.
- **A win-win relationship** between employer and employee as allowing employees to use a system that serves both their work and personal lives makes them feel benefited outside of work, and motivated inside.

What's the Next Step?

If you or your organization could benefit from the skills taught in GTD Training, contact us today to learn more. Call **65-6384 3348** or visit us at www.tnleadership.com.

Companies who have embraced GTD include:

NASA
Nike
Nestle
Sony
Coca Cola
Oracle
Accenture
KPMG
General Electric

Visa
Barclays
World Bank
Novartis
BMW
IBM
Yahoo!
McDonald's
Starbucks

About the Book

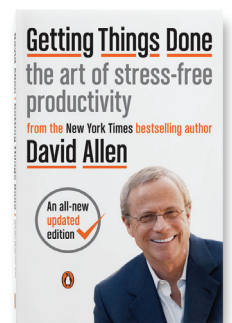
After decades of in-the-field research and practice of his productivity methods, David Allen wrote the international best-seller Getting Things Done.

Published in over 28 languages,

TIME magazine heralded it as

"the defining self-help business book of its time."

Today, David Allen is considered the leading authority in the fields of organizational and personal productivity.



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