



# Empower your people to put their knowledge and expertise to work

## What is Getting Things Done® (GTD®) Training?

Getting Things Done (GTD) Training teaches skills to manage the constant flow of requests, tasks, and interruptions people face at all levels of the organization. By learning how to capture, clarify, and organize incoming requests, people are more likely to make strategic decisions about where to invest their time and energy, focus on the right priorities, and prevent critical projects from slipping. They are also less likely to experience stress and burnout.

## Who Needs Training?

Nobody gets a degree in productivity. You hire people for their technical skills and experience. But few—if any—are well versed in workflow management. And when even just a couple of people fumble, their slip-ups significantly and negatively impact stress levels, innovation, execution, and engagement for the rest of the team. GTD teaches your skilled knowledge workers at every level and in any role how to better get work done so they can effectively put their valuable, technical skills and experience to use.

## What Does GTD Training Teach?

Based on the *New York Times* bestseller of the same title, GTD Training teaches participants how to:

- Capture all incoming requests.
- Process your inbox more effectively.
- Take action on tasks rather than procrastinating.
- Organize tasks and projects to maximize efficiency.
- Do the right things in the right moments.
- Align time and resources to be productive, not just busy.

## Benefits of Getting Things Done

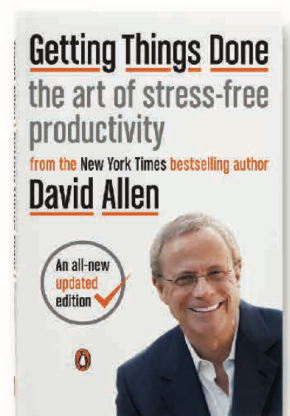
Individuals and organizations have turned to Getting Things Done for more than a decade to improve time management, organization, and productivity habits to achieve more predictable outcomes. Results include: team innovation, project efficiency, individual effectiveness, and improved relationships.

“ GTD goes far beyond time management, and putting its principles in practice helped me to be focused on what I wanted be focused on at each present moment.

More importantly, GTD helped me to find the creative energy I needed for tackling complex tasks at work.”

**Raymond Huang**

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