



Getting Things Done: The Art of Stress-Free Productivity

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NOTES:

- Put **ALL** action items and projects on a running list. The main purpose of this is to free-up mind space to focus better on the particular action/thought process on hand at the moment. Otherwise, too much stress, concern, and mind-share is consumed, thinking about what should be done instead of doing it.
 - ✓ Author advocates separate project lists for home and future endeavors like bucket lists, depending on lead-time space. (Immediate to-do's versus design projects.)
 - ✓ Longer term, may be design projects for product lines, website, "Icontact" as opposed to quotes due this week, etc.
- 3-Minute Rule – decide up front when a task comes your way: put it on a list; delegate; or if it can be done in 3 minutes, do it right away.
- Use a label machine to label folders for "reference" items that do not have an immediate discernable task, but will be useful in the future.
- Create an email folder for following up on delegated items. Label it "@waiting follow up" or "1 waiting follow-up". Adding the character, puts the folder at the top of your list. This creates a written list of follow-up items in the form of emails with no additional work.
- Send all delegated requests in the form of an email, thereby satisfying date stamp and written communication. Then, move sent email into the follow-up folder or copy yourself and move it from your inbox into the folder. Scan the folder once or twice a week for a tickler reminder.
- Use "Tasks" in Outlook for action items that may be several weeks or months, before due. For example, following up on a quote or mind-year performance reviews, etc.
- Hold a "Purge Day" at the business. Devote one full day to cleaning out electronic and paper folders, email, etc.
- Always use the calendar (Outlook or paper) for all appointments. **PAL**- Purpose, Agenda, Limit (time).
- Do similar actions during the same period. Don't switch between calling a client, doing paperwork, calling a client again, solving an invoice issue, then calling another client.
- All interactions need to end with: What is the next action and who owns it?
- "Your work is to discover your work, and then with all your heart, give yourself to it."
- "If you are not totally sure of what your job is, it will always feel overwhelming."