

Getting Things Done Method

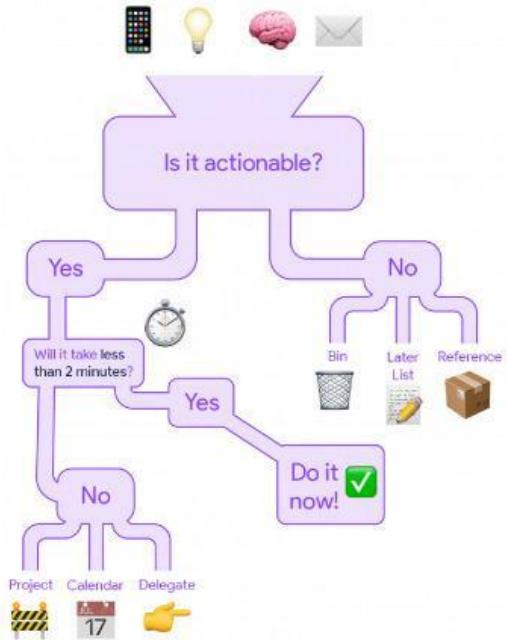
drives switching clutters vault prioritize ignore determine

Getting Things Done is a popular time management framework that was developed by productivity consultant and author David Allen. GTD is a technique to help you accomplish your tasks through a series of steps, and is built on the following principles:

1. Your brain isn't designed to store information. In his book, Allen frequently the message home that our brains are much better at processing ideas than storing them. When information is scattered everywhere – on sticky notes, in email, or on hastily-written to-do lists, this just up our minds.

2. You're not wired for multitasking. Juggling and between tasks is terrible for your productivity.

3. You need to create a to store the information you want. With GTD, the goal is to get all of that mental clutter out of your head and into an external source, whether it's a digital app or notebook, so you can then make decisions about what to do and when.



How it works:

- 1. Capture the actions that have your attention:** These actions are tasks that can relate to anything from work to school to your personal life.
- 2. Clarify what they mean:** Decide whether the tasks are actionable or not. If an item is not actionable, it for now. If the item is actionable, do it, delegate it, or set it aside.
- 3. Organize your actions:** your to-do list according to what you need to get done when.
- 4. Reflect:** Review your list of actions frequently to your next priority. Cross off tasks you have accomplished and update your list.
- 5. Engage:** Take the actions or smaller tasks you can complete right now.