

# Getting Things Done Method

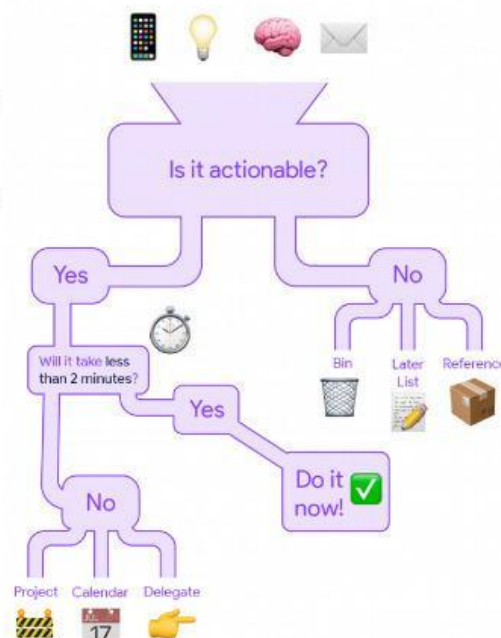
drives   switching   clutters   vault   prioritize   ignore   determine

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.