Processing Diagram

What is it?

Is it actionable?

No

Trash

Incubate

Reference

Yes

Multiple Steps to Complete

What's the next action?

Projects & Project Plans

Single Actions

Do it if < 2 minutes
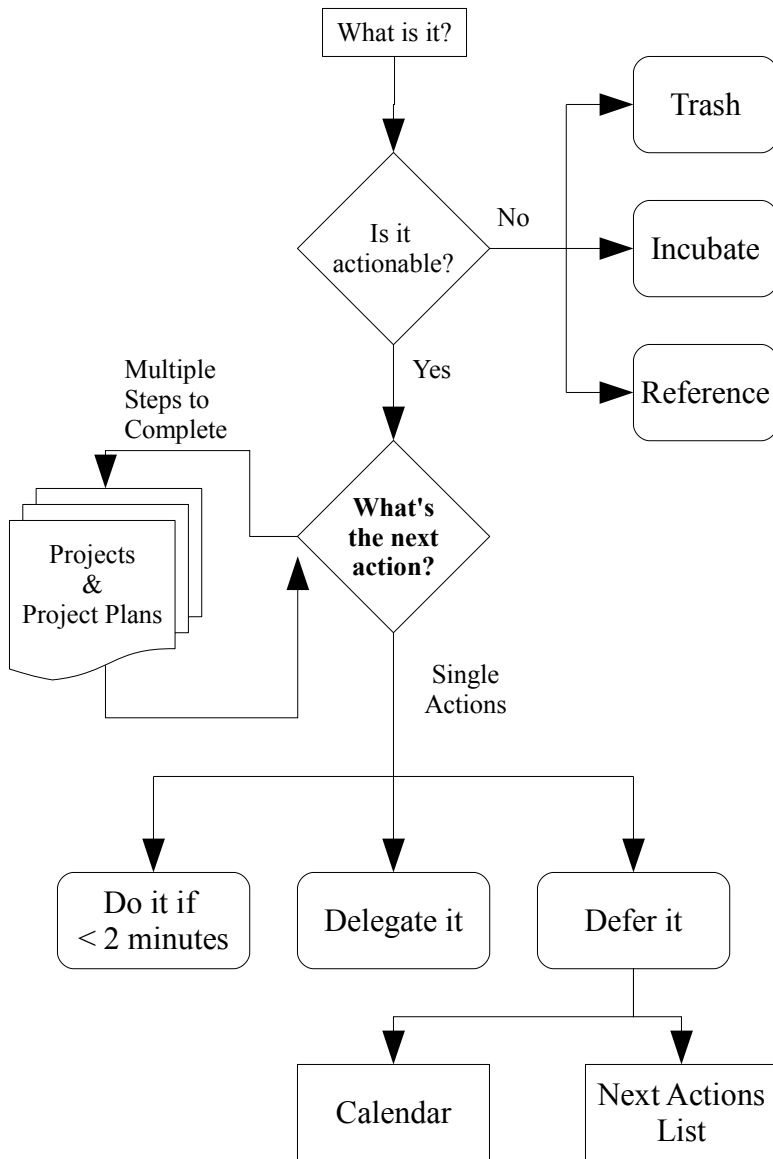
Delegate it

Defer it

Calendar

Next Actions List

Resources

<u>Books</u>
- <u>Getting Things Done</u> – David Allen
- <u>Making It All Work</u> – David Allen
- <u>Ready for Anything</u> – David Allen
- <u>Do More Great Work</u> – Michael Stanier
- <u>Getting Organized in the Google Era</u> – Douglas C. Merrill & James A. Martin
- <u>How the Way We Talk Can Change the Way We Work</u> – Robert Kegan & Lisa Lahey
- <u>Immunity to Change</u> – Robert Kegan & Lisa Lahey
- <u>The Now Habit</u> – Neil Fiore, Ph.D.
- <u>Rework</u> – Jason Fried & David Hanson
- <u>Switch: How to Change Things When Change is Hard</u> – Chip Heath & Dan Heath
- <u>Write It Down, Make It Happen</u> – Henriette Anne Klauser

<u>Web Resources</u>
- http://www.davidco.com – GTD Website
- http://www.gtdconnect.com – Subscription-based website of GTD resources
- http://inboxzero.com/articles/ – Original "Inbox Zero" articles by Merlin Mann
- http://www.evernote.com – note/picture storage (desktop, most mobile devices)
- http://www.dropbox.com – file storage/synchronization (desktop, most mobile)
- http://www.nozbe.com – GTD app (iPhone, desktop)
- http://www.rememberthemilk.com – list manager (most mobile devices)
- http://www.mylifeorganized.com – project/list manager (most mobile devices)
- http://www.toodledo.com – to-do list manager (iPhone)
- http://culturedcode.com/things/ - task manager for Mac, iPhone/iPad
- http://www.blog.7breaths.co.uk/2007/06/gtd-with-onenote-collected-links.html - series of blog posts on using Microsoft OneNote for GTD
- http://mashable.com/2009/01/29/getting-things-done/ - list of 100 resources for GTD

<u>Software</u>
- http://desktop.google.com – Google search for your files and email (Windows)
- http://www.xobni.com – search plugin for Outlook (search by name, attachments, etc.)
- http://www.eproductivity.com/dx/dac-referral - GTD Plugin for Lotus Notes
- https://gtdsupport.netcentrics.com/buy/indexd.php - GTD Plugin for Outlook
- http://www.omnigroup.com/products/omnifocus/?davidco=1 – GTD app for Mac
- http://www.thebrain.com/affiliates/david-allen/ – Mindmapping software (pricey)
- http://www.xmind.net/ – Mindmapping software (free)

Email tips

<u>Outlook 2007</u>
- Show calendar on startup:
  Tools → Options → Other → Advanced Options → Startup in this folder → Calendar
- Change default schedule for Send/Receive:
  Tools → Options → Mail Setup → Send/Receive
- Turn off Notifications:
  Tools → Options → Preferences → Email Options → Advanced Email Options
- Create rules for types of email:
  - Right-click on email → Create Rule
  - From <Sender>, Move to <Folder>
- Create forms for common emails:
  1. Create the email
  2. File → Save As → Outlook Template ("*.oft")
  3. To use, Tools → Forms → Choose A Form → User Templates in File System
- Create virtual folders using Search Folders:
  http://office.microsoft.com/en-us/outlook/HP073284741033.aspx
- Outlook Tweaks – Empty your inbox faster:
  http://lifehacker.com/381966/
- Outlook Keyboard Shortcuts:
  http://www.joyedaniels.com/keys_outlook.htm

<u>Gmail</u>
- To get to Gmail Options, click the Gear icon at the top right corner of the page
- Create rules for types of email:
  Select Message → More → Filter messages like these
- Turn on Keyboard Shortcuts:
  Options → General → Keyboard shortcuts
- Read Gmail offline
  Options → Offline → Enable Offline Mail for this computer
- Google Labs (interesting, sometimes useful experimental stuff):
  Options → Labs
  - Some interesting lab items – Custom keyboard shortcuts, Quote selected text, Canned Responses (like Forms in Outlook), Mail Goggles, Mouse Gestures

Project Planning Worksheet

Project Name: _____

Project Sponsor: _____

Project Manager: _____

Purpose & Principles

Why are we doing this? What are the standards we have to meet? What box do we have to stay in?

Successful Outcome

What would it be like if the project was completely, wildly successful? How would we know?

Brainstorming

What's on my mind about this project? What do I know? What do I not know? See http://www.projectkickstart.com/downloads/project-planning-checklist.cfm for a trigger list.

Organizing

Identify priorities, subprojects, dependencies. What has to happen first? Develop checklists or a formal project plan for very large projects.

Next Actions

Identify the next physical action for each independent part of the project. Who will do it?

What is the very next physical action needed to move this project forward?

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