

Soft-Train



*At Soft-Train
Technology Works*

Getting Things Done: The Art of Stress-Free Productivity (2 Days)

COURSE GOAL: Elevate your effectiveness overall in a timely, complete, and systematic way.

PREREQUISITES: None

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Be more in control, organized and prepared.
- Get Projects under Control
- Become more Focused
- Operate Effectively at Work and in your world.
- Capture all the things that need to be accomplished in a logical & trusted system.
- Disciplining yourself to make front-end decisions about all the “inputs” let in your life so you will always have a plan.
- Increase productivity
- Function in a relaxed & controlled manner under overwhelming circumstances at work.

KEY TOPICS:

I. The Art of Getting Things

Done:

- A.** A New Practice for a New Reality
- B.** Getting Control of Your Life: The Five Stages of Mastering Workflow
- C.** Getting Projects Creatively Under Way: The Five Phases of Project Planning

II. Practicing Stress-Free Productivity

- A.** Getting Started: Setting Up the Time, Space, and Tools
- B.** Collection: Corralling Your “Stuff”
- C.** Processing: Getting “In” to Empty
- D.** Organizing: Setting Up the Right Buckets
- E.** Reviewing: Keeping Your System Functional
- F.** Doing: Making the Best Action Choices
- G.** Getting Projects Under Control

III. The Power of the Key Principles

- A.** The Power of the Collection Habit
- B.** The Power of the Next-Action Decision
- C.** The Power of Outcome Focusing