

**Soft-Train**



*At Soft-Train  
Technology Works*

# Getting Things Done: The Art of Stress-Free Productivity (2 Days) ST00101

**COURSE GOAL:** Elevate your effectiveness in managing your workload 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.
- Identify time wasters and eliminate them.
- Create an effective task management system.
- Plan more productive meetings.
- Design an effective paper management system.
- Take control of e-mail.
- Organize workspace for maximum productivity.

**KEY TOPICS:**

**Part One: The Art of Getting Things Done**

**I. A New Practice for a New Reality**

- A.** Work No Longer has Clear Boundaries
- B.** Our Jobs Keep Changing
- C.** The Old Model and Habits Are Insufficient
- D.** The “Big Picture” vs. “The Nitty-Gritty”
- E.** The “Mind Like Water” Simile
- F.** Can You Get Your “Productive State” When Required?
- G.** The Basic Requirements for Managing Commitments
- H.** An Important Exercise to Test This Model
- I.** Real Work to Knowledge Work
- J.** Why Things Are on Your Mind
- K.** Your Mind Doesn’t Have Mind of Its Own
- L.** The Transformation of Stuff
- M.** Managing Action is the Prime Challenge
- N.** The Value of a Bottom-Up Approach
- O.** Horizontal and Vertical Action Management
- P.** The Major Challenge: Getting It All Out of Your Head

**II. Getting Control of your Life: The Five Stages of Mastering Workflow**

- A.** Collect

- B. Process
- C. Organize
- D. Review
- E. Do

### **III. Getting Projects Creatively Under Way: The Five Phases of Project Planning**

- A. Enhancing “Vertical” Focus
- B. The Natural Planning Model
- C. The Unnatural Planning Model
- D. The Planning Model
- E. Natural Planning Techniques: The Five Phases

### **Part Two: Practicing Stress-Free Productivity**

#### **IV. Getting Started: Setting Up the Time, Space and Tools**

- A. Implementation - Whether All-Out or Casual – Is a Lot About “Tricks”
- B. Setting Aside The Time
- C. Setting Up the Space
- D. Getting The Tools You’ll Need
- E. One Final Thing to Prepare

#### **V. Collection: Corraling Your “Stuff”**

- A. Ready, Set
- B. Go!
- C. Physical Gathering
- D. Issues About Collecting
- E. Start With Your Desktop
- F. Desk Drawer
- G. Countertops
- H. Mental Gathering – The Mind-Sweep
- I. “Trigger” List
- J. The “In” Inventory

#### **VI. Processing: Getting “In” to Empty**

- A. Processing Guidelines
- B. The Key Processing Question – “What’s The Next Action?”
- C. Identifying the Projects You Have

#### **VII. Organizing: Setting Up the Right Buckets**

- A. The Basic Categories
- B. Organizing Action Reminders
- C. Organizing Project Reminders
- D. Organizing Non-Actionable Data
- E. Checklists: Creative Reminders

#### **VIII. Reviewing: Keeping Your System Functional**

- A. What to Look At, When
- B. Updating Your System
- C. The “Bigger Picture” Reviews

#### **IX. Doing: Making the Best Action Choices**

- A. The Four Criteria Model for Choosing Actions in the Moment
- B. The Three Fold Model for Evaluating Daily Work
- C. The Six Level Model for Reviewing Your Own Work

#### **X. Getting Projects Under Control**

- A. The Need for More Informal Planning
- B. Which Projects Should You Be Planning?
- C. Tools and Structures That Support Projecting Thinking
- D. How Do I Apply All This in My World?

## **Part Three: The Power of the Key Principles**

### **XI. The Power of the Collection Habit**

- A. The Personal Benefit**
  - 1. The Source of Negative Feelings**
  - 2. How Do You Prevent Broken Agreements with Yourself?**
  - 3. Complete the Agreement**
  - 4. Renegotiate Your Agreement**
  - 5. The Radical Departure from Traditional Time Management**
- B. When Relationships and Organizations Have the Collection Habit**

### **XII. The Power of the Next-Action Decision**

- A. The Source of the Technique**
- B. Creating the Option of Doing**
- C. Why Bright People Procrastinate the Most**
- D. The Value of a Next-Action Decision Making Standard**

### **XIII. The Power of Outcome of Focusing**

- A. Focus and the Fast Track**
- B. The Significance of Applied Outcome Thinking**
- C. The Magic of Mastering the Mundane**
- D. The Power of Natural Planning**
- E. Shifting to a Positive Organizational Culture**