

# **Getting Things Done: The Art of Stress Free Productivity**

## **Monday August 30, 2010**

Welcome Kit Training Webinar: Tonight at 7 PM CST

<https://www.livemeeting.com/cc/mannatech/join>

Meeting ID: Welcome Kit – 083010 Phone: 1-866-471-7711

Mannaquest...do not miss!

Ex-President of Mexico, Vicente Fox, partners with MannaRelief...WOW!!!

So what are you doing with this?

Book Review...Getting Things Done by David Allen

### 1. The Art of Getting Things Done

a. Is it possible to have an overwhelming number of things to do and still function effectively and efficiently? Yes, and it is great as well as necessary today.

(1) Requires for most major habit shifts

(2) The methods suggested herein are based on 2 objectives:

- (a) capturing all the things that need to get done into a logical and trusted system OUTSIDE your mind;
- (b) disciplining yourself to make front end decisions about all of the "inputs" you let into your life

b. Work no longer has clear boundaries...Used to assembly line, now "knowledge based"

What is new? How do we prospect? How we train?

Technology changes daily...We are constantly bombarded by new information.

"Neither our standard education, nor traditional time-management models, nor the plethora of organizing tools available, such as personal notebook planners, Microsoft Outlook, or Palm personal digital assistants (PDA's), has given us a viable means of meeting the new demands placed on us."

c. Imagine for a moment...totally in control of your personal management daily, time tended to disappear (lunch already?) and you were making noticeable progress toward a meaningful outcome.

In karate, this is a state "mind like water."

(1) Anything that causes you to overact or underact can control you and often does.

d. Dealing effectively with internal commitments

Most of the stress people suffer is from inappropriately managed commitments they make or accept. Consider how many things even as small as an email, voicemail, you feel even the slightest responsibility to change, finish, handle or do something about.

Exercise: Right now think of one of those most on your mind.

"Thinking in a concentrated manner to define desired outcomes is something few people feel they have to do. But in truth, outcome thinking is one of the most effective means for making wishes reality."

(1) Why are things on our minds, cluttering?

- (a) you have not clarified desired outcome
- (b) you have not determined the next physical action to take
- (c) you have not put reminders of outcome and the necessary action steps in a system you trust.

(2) "Stuff": anything you have allowed in your psychological or physical world that doesn't belong where it is, but for which you have not determined the desired outcome and the next action step.

To do lists for the most part are lists of "stuff."

e. The Process: Managing Action

(1) Managing action is the prime challenge...many projects seem overwhelming because you can not do a project, you can only do an action related to it.

(2) Bottom up approach: take on the most mundane, ground floor level commitments first. Getting control over what is on your mind first, and putting in practices to stay there will set the stage for bigger and better things.

(3) You need to control commitments and projects in two ways: horizontal and vertical. Horizontal is the breadth of commitments and vertical is the depth of any given commitment.

(4) Main focus: to get all of it out of your head. Your short term memory works much like RAM on a computer. The screen is like your conscious mind...focuses on things but is not meant as a storage place. You can only think of 1-2 things at the same time so when you overload, you go into major overwhelm, stress. Then lose focus and stay distracted. Your mind keeps reminding you of things when you can't do

anything about them.

f. Getting control of your life: The 5 stages of mastering workflow

(1) Collect

Important to know what needs to be collected and how to collect it most effectively so you can process it. All "incompletes." (shoulds, ought to's, need to's). Three criteria:

(a) Take all of them out of your head...trust the system fully.

(b) Have as few collection buckets as possible

(c) Empty them regularly. If you don't empty and process the "stuff" regularly, the system will fail.

(2) Process: item by item thinking. Process each item in each bucket based on what is the next step keeping in mind the desired result. (See chart) You can not organize what is coming in, you can only collect it. It is the actions you need to take with respect to each item that can be organized. What is it? Is it actionable or not? If not, trash, incubate or reference.

(3) Organize: if actionable, 5 categories:

(a) list of projects (takes more than one action step)

(b) storage or files for project plans and materials.

(c) a calendar

(d) a list of reminders of Next Actions

(e) a list of reminders of things you are Waiting For

If Next Action category, then

(a) if it takes less than 2 minutes, DO IT

(b) if more than 2 minutes,

Delegate it after asking if you are the right person to do it and you are not

Defer it and place on a "Next Action" list

No more To Do Lists:

(a) constant input and shifting tactical priorities.

Demoralizing waste of time when need to be rewritten daily.

(b) If something there that does not need to be done that day, tends to dilute emphasis on other things that truly need to be done.

(4) Review

Take a look at all your outstanding projects, and open items from an overall perspective.

Calendar gets reviewed the most often then Next Action list.

The Weekly Review: this is the time to  
gather and process all your "stuff"  
review your system  
update your lists  
get clean, clear, current and complete

### (5) Do

The basic purpose of this work flow management proces is to facilitate good choices about what you're doing at any point in time.

Example:

The 4 criteria model for choosing actions in the moment:

- (a) Context: can you do it now where you are with what you have?
- (b) Time available: with other calendar constraints, is enough time available?
- (c) Energy Available: are you fresh, creative to accomplish now?
- (d) Priority: what action will give you highest payoff?

### g. The Five Phases of Project Planning

This is enhancing vertical focus.

- (a) Defining purpose and principles

Asking why...many benefits:

- (1) it defines success
- (2) it creates decision-making criteria
- (3) it aligns resources
- (4) it motivates
- (5) it clarifies focus
- (6) it expands options

Principles define the parameters of action and the criteria for excellence of behavior.

- (b) Outcome visioning: the power of focus; creating enthusiasm

(c) Brainstorming: Once you know what and why, the how mechanism is brought into play. Open the gap between current reality and picture of outcome, creates ideas popping in your head. Mind mapping is a procedure. Basic principles in brainstorming:

Don't judge, challenge, evaluate, or criticize

Go for quantity not quality

Put analysis and organization in the background

- (d) Organizing: The basics
  - Identify the significant pieces
  - Sort by one or more...components, sequences, priorities
  - Detail to the required degree
- (e) Identifying next action: allocating time and resources to take the next actions.

## 2. Practicing Stress free productivity

- a. This chapter is on implementation...learning tricks to get you to comply and implement this system.
  - (1) Set aside time
  - (2) Setting up the space
  - (3) Getting the tools you need
  - (4) Start now by getting all things out that need to get done today and then refocus on the personal management system

- b. Corraling your "stuff"

- Tackle it now...so when you get to processing and organizing you are not worried about other "stuff"

- "Incompletion trigger list"

- Sweep your mind

- c. Processing

- Identify each item, decide what it is and what you are going to do with it

- Process top item first

- Process one item at a time

- Never put an item back "in" (the basket of what you collected)

- d. Organize

- Again, 7 basic categories after you process;

- 1. A "Projects " list
  - 2. Project support material
  - 3. Calendared actions and info
  - 4. "Next Actions" list
  - 5. A "Waiting For" list
  - 6. Reference Material
  - 7. A "Someday/Maybe" List

- Under "Next Actions" you may want to categorize: calls, at computer, errands. at home, Office actions, agendas, read/review

- e. Get comfortable with making checklists

- Career goals

- Service

- Family
- Relationships
- Community
- Health and Energy
- Financial resources
- Creative Expression

Within Mannatech, you might want to list

- Team morale
- Training
- Communication
- Processes

f. Review

- Calendar first then action lists
- Weekly review is most critical

g. DO

- Making the best choices based on what

h. Getting projects under control

- Tools, process

### 3. The Power of the Key Principles

It is amazing how your life changed when you get so organized, everything around you gets done, your relationship with others becomes awesome because anyone and everyone can rely on you to get everything done in a timely way.

The value of a "Next action" decision making standard:

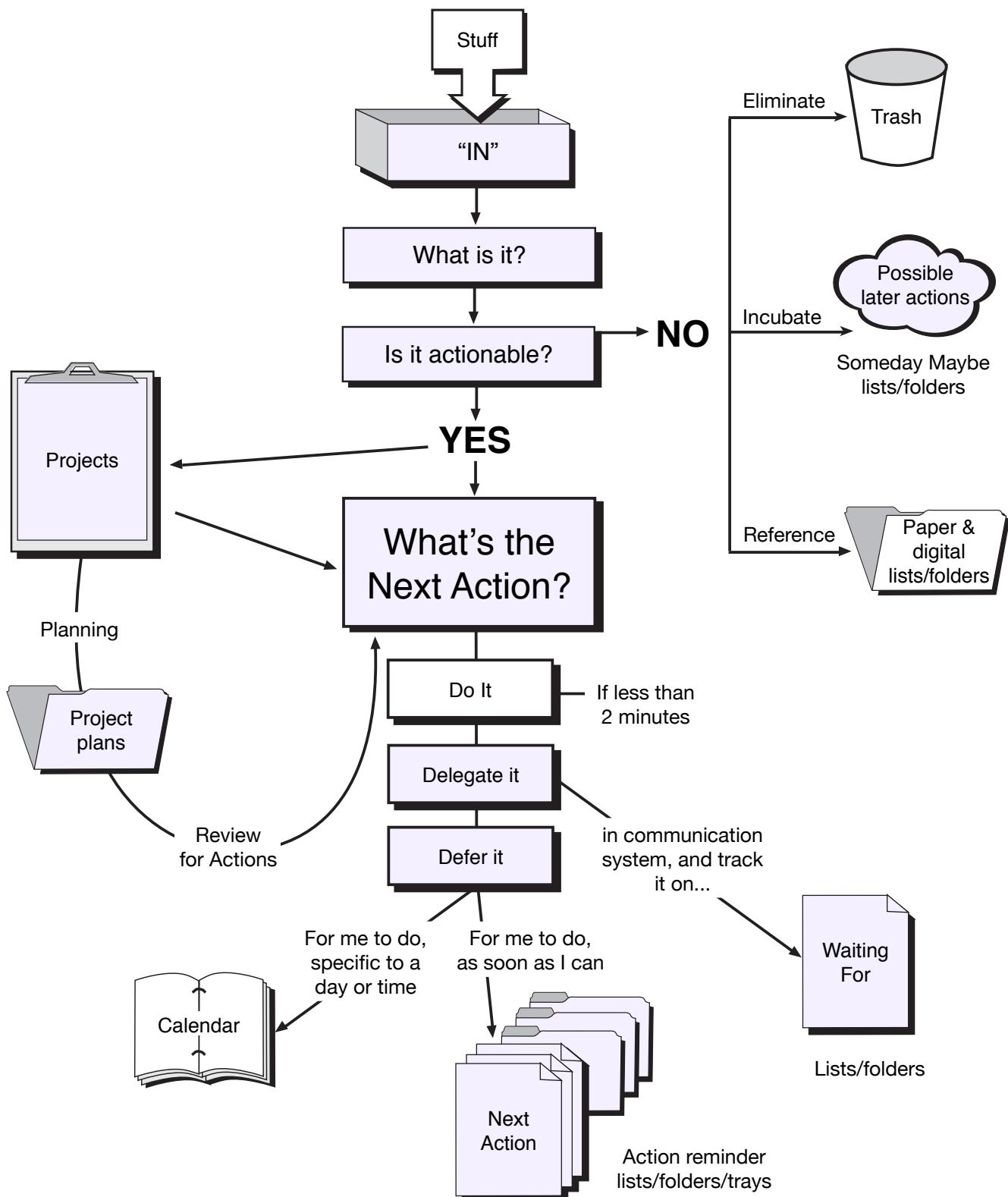
- clarity, accountability, productivity, empowerment,

The power of positive thinking in getting things done...that is what the "outcome vision" is all about.

All of this results in our ability to get more done with less effort, less frustration, and on a timely basis. Would that serve you? Then just do it!

Do you have clutter in your life? This is the answer for you.

# GTD Workflow Diagram – Processing with OmniFocus



Purple items can be managed with OmniFocus.