

GTD®, the popular shorthand for Getting Things Done®, is the groundbreaking work-life management system and book¹ by David Allen that transforms personal overwhelm and overload into an integrated system of stress-free productivity.

Sophisticated without being confining, the subtle effectiveness of GTD lies in its radically common sense notion that with a complete and current inventory of all your commitments, organized and reviewed in a systematic way, you can focus clearly, view your world from optimal angles and make trusted choices about what to do (and not do) at any moment. GTD embodies an easy, step-by-step and highly efficient method for achieving this relaxed, productive state. It includes:

- **Capturing** anything and everything that has your attention
- **Defining** actionable things discretely into outcomes and concrete next steps
- **Organizing** reminders and information in the most streamlined way, in appropriate categories, based on how and when you need to access them
- Keeping current and "on your game" by regularly **reviewing** the six horizons of your commitments (purpose, vision, goals, areas of focus, projects, and actions)
- Instilling the trust that what you are **doing** is the best thing for you to be doing in any given moment

Getting the most out of Outlook®

For many of our clients, Microsoft Outlook is a logical choice for organizing their project and action reminders, especially if they already use Outlook for email and calendaring. This guide will walk you through applying the best practices of GTD to Outlook 2010. Consider these suggestions a starting point, customizable to fit your own needs and use of Outlook.

Outlook has features built-in to enable the structuring of a very powerful personal workflow system. The trick is to know which features to ignore and which to use, and how to customize that usage to fit with the best practices of Getting Things Done.

The Outlook Task function can be customized to be a simple but powerful list manager. The Outlook Notes section can be turbo-charged with some very useful reference material and checklists. Also, there are some simple things to do to manage email and the calendar that enhance their functionality and tie the whole inventory of your work together into a seamless and integrated dashboard for your workflow.

¹Getting Things Done: the Art of Stress-Free Productivity; Viking, New York; 2001, hardback or paperback. Available from booksellers or at www.gettingthingsdone.com

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M Lipman



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Productivity For Dummies Ciara Conlon, 2016-03-21 Take your productivity to the next level and make the most of your time Do you have too much to do and not enough time to do it Don't we all *Productivity For Dummies* shows you how to overcome this common problem by tackling key issues that are preventing you from remaining focused and making the most of your time This insightful text gets to the root of the problem and shows you how to identify and analyse the items on your to do list to deliver on deadlines and maximise your schedule Numerous techniques and technologies have been developed to address productivity needs and this resource shows you which will work for your situation Productivity is crucial to your success whether you want to find a new job earn a promotion you've had your eye on or generally progress in your career understanding how to improve your productivity is essential in increasing the value you bring to your organisation At the very least increased productivity means that you get things done faster which translates into fewer overtime hours and more time concentrating on the things that are most important to you Eliminate procrastination and laziness from your daily routine Organise your work environment to create a space conducive to productivity Increase your concentration and stay focused on the task at hand Make decisions quickly and stay cool calm and collected no matter what the situation is *Productivity For Dummies* helps you solve the age old problem of having too much to do and not enough time to do it

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