IN-PERSON

gtd®

PERSONAL PRODUCTIVITY EQUALS TEAM POWER

The success of critical projects and programs requires the skill, energy, and focus of every team member. Research shows that when just one or two team members make even small fumbles (miss deadlines, work on the wrong priorities, or forget tasks), team productivity is cut by an average of 24%. On the other hand, teams that have a shared process for managing workflow foster trust, engagement, and efficient execution.

WHAT IS GETTING THINGS DONE?

The Getting Things Done® (GTD®) methodology was developed 30 years ago by *New York Times* bestselling author David Allen. The course teaches skills to manage the constant flow of requests, tasks, and interruptions people face at all levels of the organization. By learning how to capture, clarify, and organize incoming requests, people are more likely to make strategic decisions about where to invest their time and energy, focus on the right priorities, and prevent critical projects from slipping. When used consistently and collectively, GTD skills also give teams a "way of working" for improved results.

The in-person experience of Getting Things Done is an engaging classroom course rich with peer discussion, real-time practice, and group support and coaching. Delivered in one day, this in-person course offers the best in traditional learning and development.

Crucial Learning®

Course Details

The in-person experience of Getting Things Done incorporates group discussion, video case-studies, personal reflection, and engaging exercises into a fast-paced learning experience that enables participants to immediately apply their insights to their workload.

COURSE MATERIALS

Learner Guide

A copy of *Getting Things Done*

Course completion certificate

Six weeks of post-training resources and emails

LESSON 1: INTRODUCTION

- Learn how the CCORE methodology can help you achieve the ideal productive state.

LESSON 2: CAPTURE

- Avoid keeping tasks and to-dos in your mind.
- Collect all the inputs that have your attention.
- Direct everything to a few chosen capture tools that you empty regularly.

LESSON 3: CLARIFY

- Take time to decide what each item means to you.
- Identify the very next action that would move you toward closure.
- Process the items in your inboxes regularly and effectively to avoid fatigue and backlog.
- Adapt GTD skills to teamwork and team productivity to establish more productive ways of working.

LUNCH

LESSON 4: ORGANIZE

- Utilize your calendar more effectively to free up more time.
- Sort next actions by context rather than topic to make completing them easier.
- Track all your lists in a list-management tool that becomes your trusted system.

LESSON 5: REFLECT & ENGAGE

- Scan your calendar and lists at the right times.
- Use your system to take appropriate action with confidence.
- Learn how to say no with integrity.

LESSON 6: RENEW THROUGH REVIEW

- Review your system weekly so it's always current.
- Make key connections between short-term tasks and long-term goals.
- Commit to implement GTD and follow-up with an accountability partner.

SIX-WEEK POST-LEARNING EXPERIENCE

- Retain learning and refine your skills with online resources.
- Receive weekly email tips and prompts.

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