

GETTING THINGS DONE

1.5 Day Program



Our ability to focus effectively on the job and priorities at hand is too often challenged by the non-stop flood of required, but not necessarily urgent, input, decisions and actions with which we must deal. The Fundamentals Course teaches a thought process which participant immediately apply to current work at hand, creating critical enhancements and seamless integration of their own unique personal management systems.

Getting Things Done

Topics

- + Creating Order Out of Chaos
- + E-mail management
- + Efficient project management
- + The Art of Stress-Free Productivity
- + Getting Things Done® model in real time

Training Objectives

At the end of this training you will be able to:

- 1 Making clear decisions on input
- 2 Getting email to zero on a regular basis
- 3 Organizing projects and related actions
- 4 Efficiently dealing with filing
- 5 Overcoming procrastination
- 6 Prioritizing

Duration

1.5 Day

BE THE PERSON PEOPLE COME TO #GET THINGS DONE.

Program Schedule

- + **Introduction**
Transmuting “Stuff” to Outcomes and Actions
- + **Collecting**
The “Mind Sweep” Using Collection Tools
- + **Processing**
The Fundamental Process Outcomes and Actions
- + **Organizing**
Using Personal Management Tools Fundamental and Expanded Systems Total Workflow Integration
- + **Reviewing**
The Critical Success Factor
- + **Doing**
Eliminating Procrastination Criteria for Choosing Action

More information

If you would like to discuss any one of our programs please contact us.

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