

# Popular Productivity Systems for Task Management

#1 00percentdigital Faculty-Staff Learning Community



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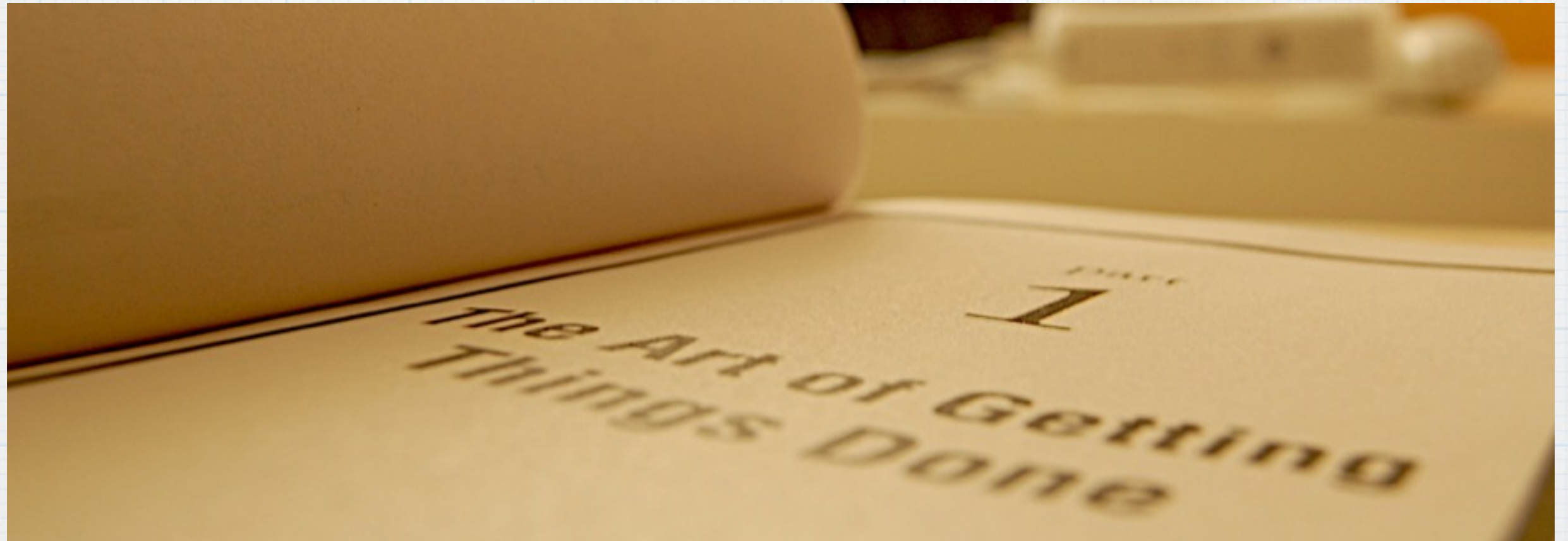
# Pomodoro Technique

*I*  *my time*

# Take aways

- \* Singular focus on work, reduces distractions/procrastination
- \* Take short breaks, get up and move.
- \* Take longer break to recharge after four pomodoros





## Getting Things Done Key Concepts

- \* What is this? Is it actionable?
- \* What is the successful outcome?
- \* What is the very next physical action?

# STUFF

## COLLECT

everything, outside your head



MIND SWEEP



MOVE CLOSER



1 per



PUT ALL 'IN'

# STUFF

## PROCESS

in-to-empty early, quickly & regularly

300 - 400 times a day

:10 - :40 seconds each (GET FASTER)



NEVER BACK 'IN'



What is it? Is it actionable?

**NO**

**YES**

**1** What is the successful Outcome?

What will have happened when this can be checked off? Describe it in past tense. More than one step? It's a Project!

**2** What is the Next Action?

If this was the only thing you had to get done, what is the very next physical thing you would have to do?

**Do**

Less-than two minute Next Action? Do it now!

OR

**Delegate**

Are you really the best person to do this?

OR

**Defer**

To be done on a specific day, or simply as soon as possible

## ORGANIZE

the results of your thinking

**NO** action now



FILL DAILY



REFERENCE  
OUT OF SIGHT



SOMEDAY MARE



MAIL TO SELF

**YES** actionable, but deferred



PROJECTS



WAITING FOR



JANUARY



TO DO

Support materials



plans



computer hard drive



( ) indicates location

1

2

3

4

5

travel folders

## REVIEW

as often as needed to keep your head empty

Daily



TICKLE



JANUARY



TO DO



WAITING FOR

LOOSE "STUFF" & MEETING NOTES



PROJECTS



SUPPORT



SOMEDAY MARE



MIND SWEEP

Occasionally



HIGHER ALTITUDES

## DO

in the moment, guided by intuition, supported by the four previous phases, influenced by reality of current situation

First, by CONTEXT  
Then, by TIME AVAILABLE  
Then, by ENERGY AVAILABLE  
Finally, by PRIORITY

OR

three options at any moment  
PREDEFINED WORK (takes discipline)  
DEFINING (know ALL your work)  
AS IT SHOWS UP (can lead to the urgent trap)

OR

50,000+ feet (life)  
40,000 feet (3-5 year visions)  
30,000 feet (1-2 year goals)  
20,000 feet (areas of responsibility)  
10,000 feet (current projects)  
RUNWAY (current actions)

**FEELING TOO MUCH STRESS?** Which one of these will help you get more clear and complete?

Always have a collection tool close by	Only use your inboxes as your inboxes; don't use your entire office, house, briefcase or car	Decide Outcomes & Next Actions as soon as things show up	Do most 2 min. actions immediately if you plan to ever do them at all	End meetings by clarifying outcomes, deciding Next Actions, and who's responsible	Don't allow slips of paper & meeting notes to sit unprocessed
Use your calendar only for things that absolutely have to get done that day	List actual Very Next Actions, not vague, undoable "stuff" or Projects in disguise	Put ALL your multi-step open loops on your Projects list	Use and trust your lists to remind you, not your Project support materials	Do your weekly review ... weekly	Review your higher altitudes for Outcomes and Next Actions

# GTD take aways

- \* two minute rule
- \* what is the next action to move this project?
- \* weekly review

