

# **Quick Start to GTD (Getting Things Done)**

**Modality: On Demand**

**Duration: 1 Hour**

## **About this course:**

I've been utilizing "Getting Things Done" for a long time and have helped numerous individuals begin with this great method of productivity. It isn't for everybody. However, in case you're willing to take every necessary step to utilize this method, it can work- - and works for millions out there.

Getting Things Done, or GTD is one of the most well-known productivity methods in the world. In spite of its prominence, it's something that numerous individuals give up on since it has a precarious expectation to learn and adapt.

It is the trickiest piece of being beneficial is applying the strategies you learn without anyone else. So instead of attempting to offer you something you don't realize will work for you, this course is somewhat unique. By buying this course, you're purchasing two things:

- The course itself provides few functional initial steps to beginning with quick Getting Things Done.
- Also, you're buying access to the course Q&A where you can cooperate with me easily to assist you with beginning Getting Things Done.

The normal pay of a Project chief is **\$96,425** every year.

## **Course Objective:**

- Begin with GTD
- Pose inquiries explicit to their needs of productivity to get started

## **Audience:**

Anybody keen on finding a good pace with Getting Things Done fast

Everybody cannot take advantage of Getting Things Done. If you understand the course of Getting Things Done isn't for you then it isn't for you.

## **Prerequisite:**

It's suggested that you have perused, or are in any event acquainted with, the Getting Things Done book by David Allen first.

## **Course Outline:**

## **Introduction and Course Interview**

- Course Overview
- What is GTD?
- Setting Course Expectations
- Expectations Around Tools and Apps

## **Getting Started with GTD**

- Module Introduction
- Understanding the Key Concepts of GTD
- Performing Your First Brain Dump
- Organizing the Dump
- Understanding What Makes a Project
- Understanding Next Actions and Contexts
- Understanding Someday/Maybe
- Setting Up Recurring Reviews

## **GTD on a Daily Basis**

- Module Introduction
- Capturing Actions
- Processing Actions
- Reviews as a Ritual
- Tips for Picking Tools and Apps

## **Course Presentations**

- Download: Course Presentations