

“The Art of Stress free productivity”
Getting Things Done (GTD)

Presented by,

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Fete
Meeting

PT !!

Hobby &
ECM

Academic
Sessions

Essay,
Debate

"Shramdaan"

Book
Review

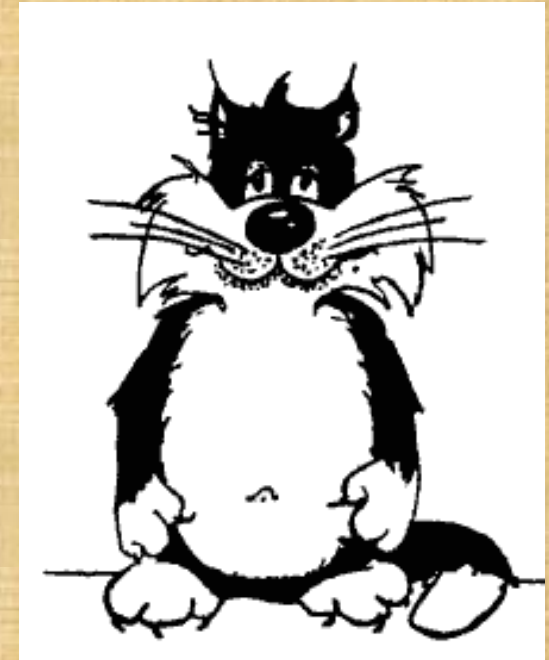
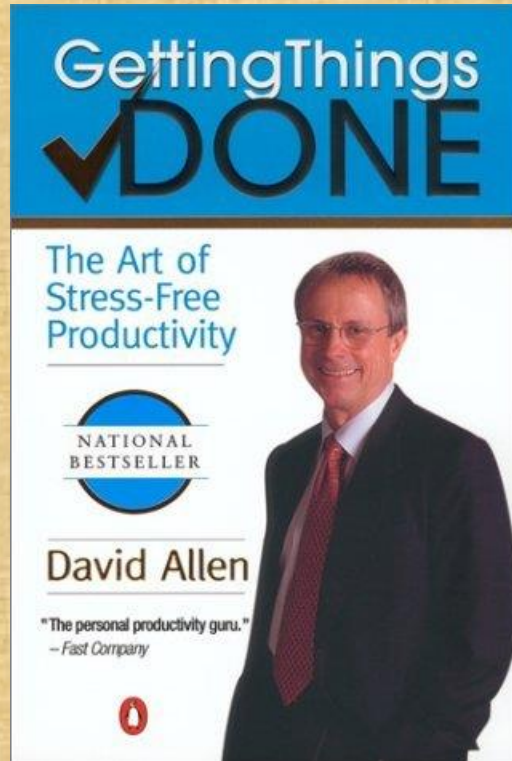


**LIFE OF
AN OT!!**

SOLUTION
????



OT before
GTD



OT after
GTD

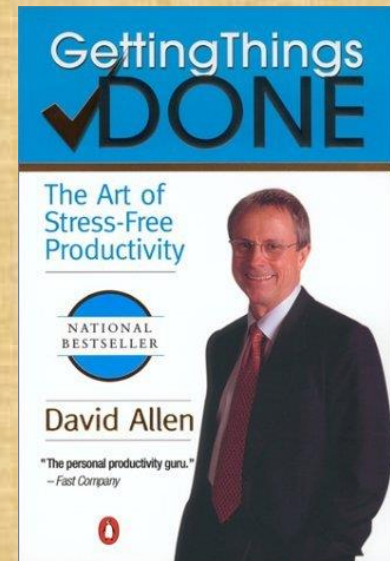
David Allen



- Personal Productivity Consultant
- Best selling author
- Top Executive Coach
- Founder of the **David Allen Company**
- Highly diverse career profile — 35 jobs before the age of 35

GTD-The Art of Stress-Free Productivity

- The methodology of GTD
- Result of 3 Decades of Coaching in Personal Productivity
- International Best Seller
- Published in 13 Countries



Targeted Audience

➤ Anyone & Everyone!!!

Especially one who has to juggle between various tasks and deadlines, such as

- Administrators,
- Corporate professionals
- Researchers, academicians, students
- And even home makers for that matter!

The Objective



To Equip the *Knowledge Society Professional* –

- Achieve balance between Work and Life
- “*Mind like Water*”
- “*Ever Ready like a Martial Artist*”

“*The hurrier I go, the behinder I get.*” - Anonymous

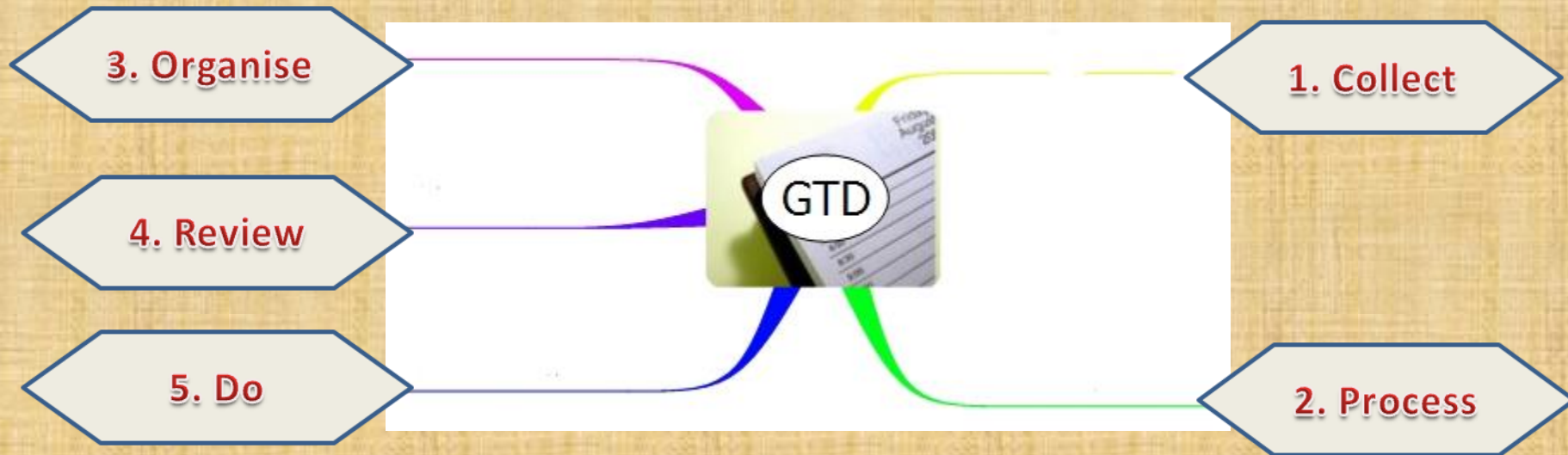
The Basic Premise

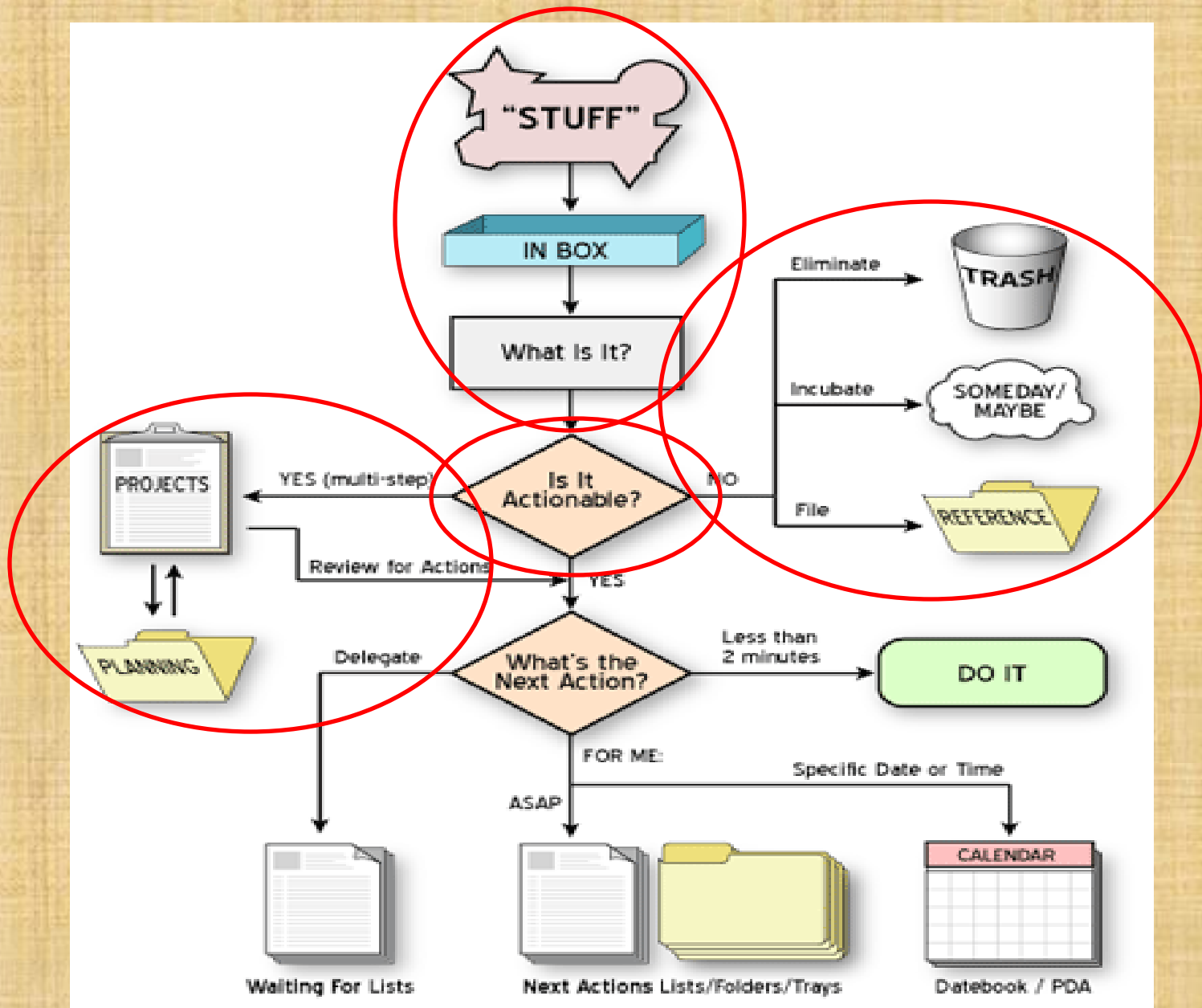
- To remember everything is....
 - impossible
 - cluttered
 - annoying
- Recording with GTD is....
 - external to your brain
 - easy to handle
- Equips you to...
 - carry out 'next actions'
 - complete projects
 - **Get things done!!** (*Hurray!!*)

Key Principles

- Phases of Mastering workflow
- Free up 'psychic' RAM
- Action Management
- *"Your mind doesn't have a mind of its own."*
- *"Productivity is directly proportional to our ability to relax"*

The Five Stages of Mastering Workflow

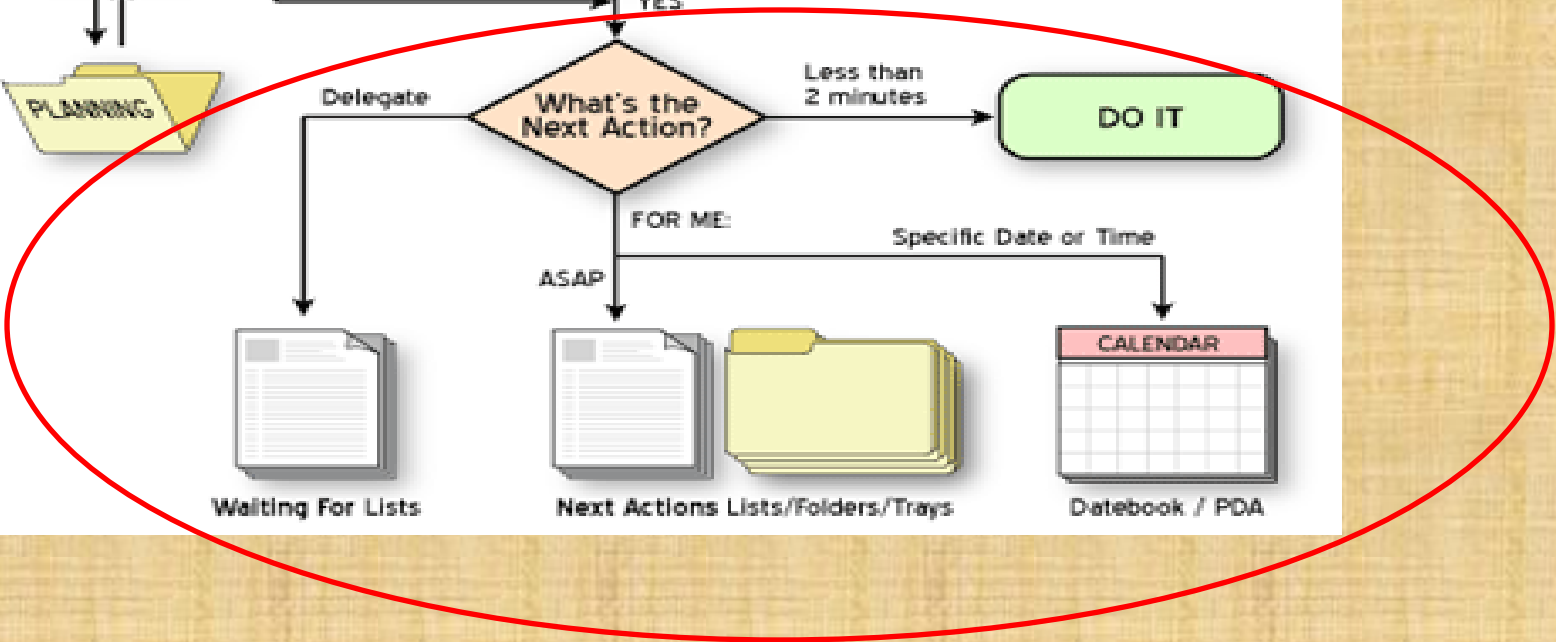
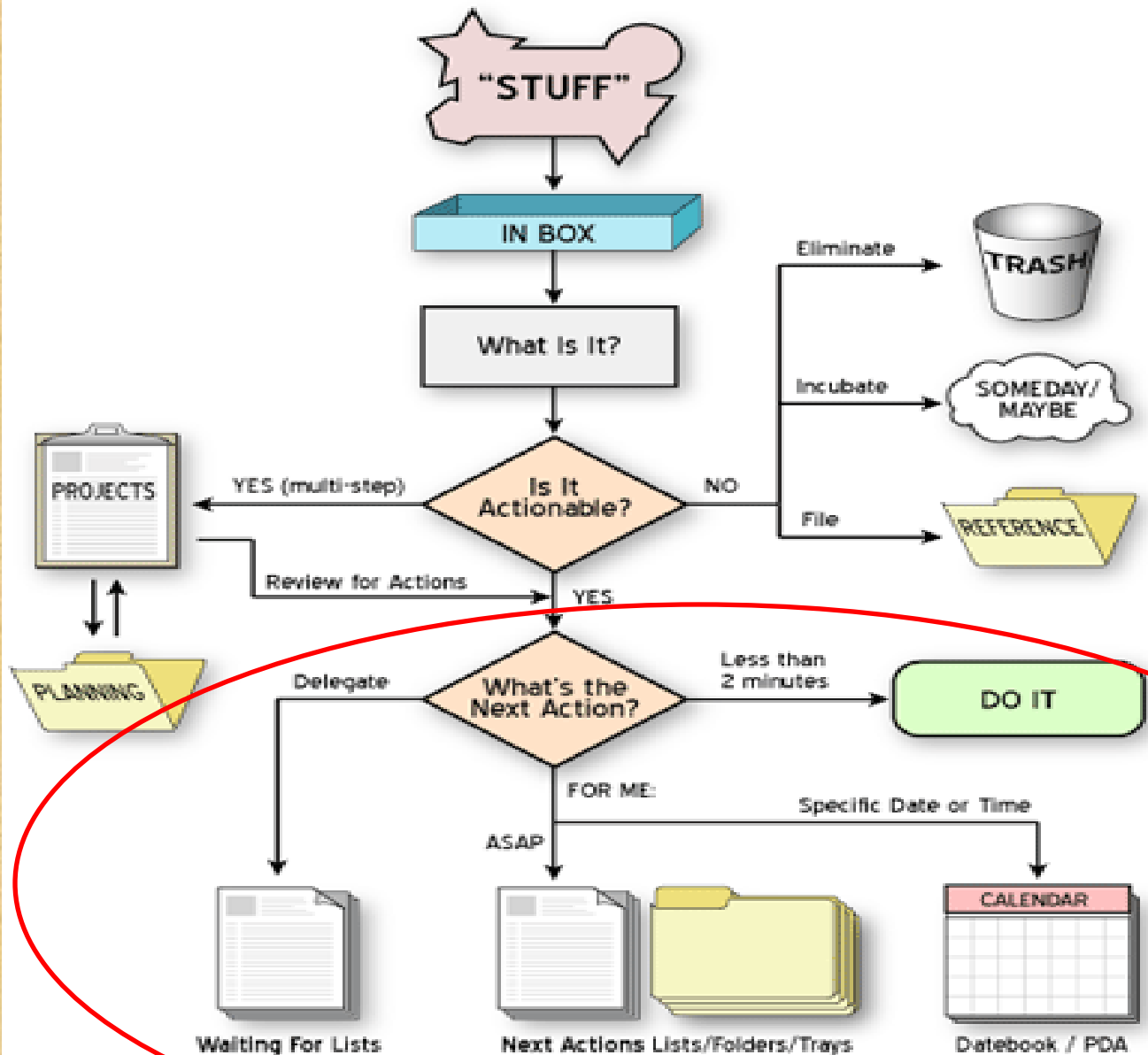




Two – minute rule

JUST DO IT.





Appreciating the grains!

- Practicality- Not Philosophical
- Requirements are modest
- A repertoire of simple tricks- can be practiced individually too
 - “Two min Rule”
 - “File Tickler Mechanism”
 - “Next Action List”
- Integrated plan for work and Life

On further reading.....

- Common Sense and everyday anyone's practice
 - Fits those random methods to an organized system
- No insights on Prioritization
 - Focus only on Action management
 - Prioritization at individual discretion

- Ship May be in the wrong direction!!!

- But GTD makes sure it is sailing efficiently!



Style - Where it can bite a little!

- Organized like a seminar
- Reiterations and Redundancy
- Appealing to a techie
 - Structures & Sub structures
- But to lay uninitiated reader, not an easy read
- Professionalized undertone

- Interesting quotes on the margins can keep one on track

But believe us - The system you discover is worth the hard effort

Summing it up....

- Collection of habits
 - habits take time to develop
- Initially a whirlwind
 - but takes only seconds to do
 - you can then get down to doing stuff with a very clear mind
 - you'll suddenly find yourself getting an incredible amount of stuff done

The Verdict

- Hard nut to crack
- But, highly recommended to be cracked
- A must reference book
- Future administrators – grab a copy!!





That's all Folks!