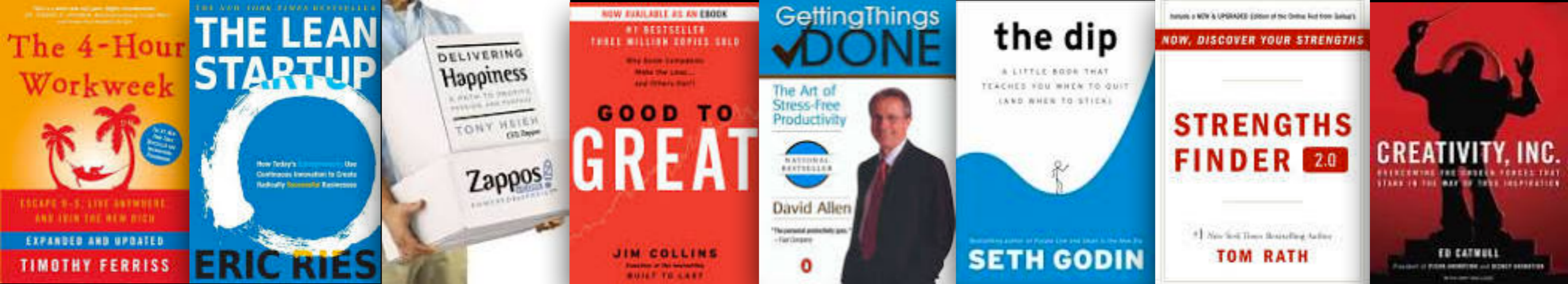


# GETTING THINGS DONE

The Art of Stress-Free  
Productivity

Book By David Allen  
Slides by Ryan Battles

ALLEN, DAVID. GETTING THINGS DONE: THE ART OF  
STRESS-FREE PRODUCTIVITY. NEW YORK: VIKING,  
2001.



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With the societal shift to knowledge work,  
new behaviors and tools are required to  
successfully manage workflow.

Too much "stuff" stored in a person's short-term memory can blow a fuse

The conscious mind is a focusing tool, not a storage place.

One must write down the outcomes they  
wish to achieve

For every outcome, one must determine the  
"next physical action" required to move the  
situation forward

This next physical action must be organized  
in a system one reviews regularly



There are five stages of mastering workflow:  
to collect, process, organize, review and do.

Collection tools include the physical in-basket, paper-based and electronic note-taking devices, voice-recording devices and email.

Every open loop must be in your collection system and out of your head.

You must have as few collection buckets as  
you can get by with.

You must empty them regularly.

If an item is not actionable, trash it, put it into a tickler file, or a reference file.

If an item is actionable, what is the next action? If it takes less than 2 minutes, do it. If more, delegate or defer it.

# Project Planning Steps:



#1 - Define the purpose and principles

#2 - Envision the outcome

#3 - Brainstorm how to get from here to  
there

#4 - Organize sequences and priorities

#5 - Identify the next actions

To get started, take several hours or days to dump all of your projects and actions from running around in your head, living on post-it notes, etc.

Get your inbox to empty by acting,  
delegating, or deferring.

Never put anything back into "in."



To keep the system working, it is key that one continues to trust the system.

Review the daily calendar and tickler folders.

Take time each week for a weekly review.

The Six-Level Model for Reviewing Your Own Work is presented in terms of altitude:

50,000 + feet: Life

40,000 feet: Three- to five-year visions

30,000 feet: One-to two-year goals

20,000 feet: Areas of responsibility



10,000 feet: Current projects

Runway: Current actions

One should use the mind to think about things, rather than of things.

Before the end of a meeting, one should ask, "So what's the next action here?" to increase clarity

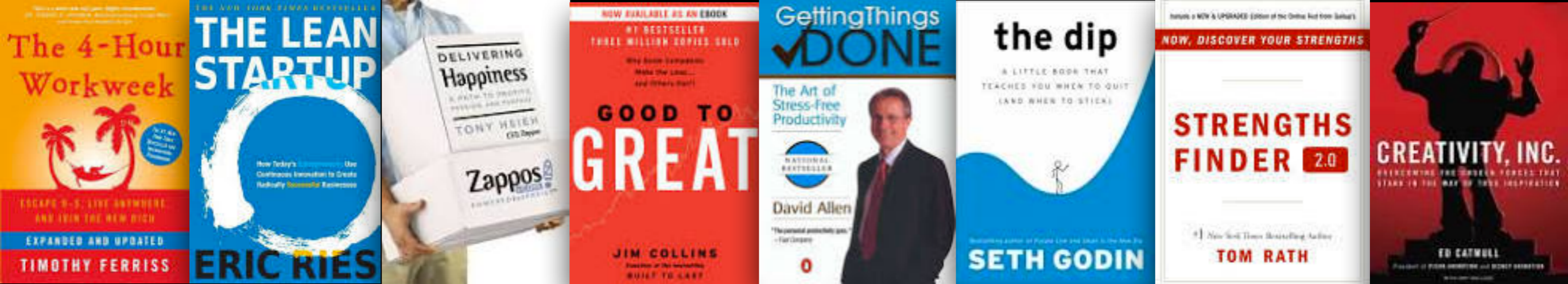
Even the slightest increase in the use of natural planning can bring significant improvement.

THIS HAS BEEN A BRIEF OVERVIEW OF THE  
MAIN IDEAS OF GETTING THINGS DONE.

BUY THE BOOK FOR THE FULL EXPERIENCE

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