

# GETTING THINGS DONE

## The Art of Stress-Free Productivity

DAVID ALLEN

**DAVID ALLEN** is president and CEO of David Allen & Co., a management consulting and training company. He is also a founding partner of Actioneer Inc., a software company specializing in personal productivity software. Mr. Allen has developed and implemented management and productivity packages for a number of businesses, and is widely regarded as one of the world's most influential thinkers on productivity. With over 20 years experience, he has personally conducted productivity workshops for more than 150,000 professionals.

More information is available at <http://www.gettingthingsdone.com> or <http://www.davidco.com>.

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**MAIN IDEA**

Your ability to be productive is directly proportional to your ability to relax. Only when your mind is clear and your thoughts are well organized can you truly unleash your creative potential. Thus, the key to being more productive is to develop realistic and sustainable ways you can relax more.

And how do you become more relaxed? The answer is simple and direct – transform the way you work and the way you actually experience work by developing a trustworthy system to manage all the things you would ordinarily try and remember. In fact, the more you can clear your mind by downloading those “not to be forgotten” items into a failsafe system, the clearer you’ll be able to think about other items and the more productive you’ll become.

The human brain has creative capacities and powers many people only glimpse for a few minutes in their lifetimes. Instead of allowing their minds to function at high levels of performance, many people fill their brains with the mundane and routine details of everyday life. Or worse, they spend time endlessly repeating all the items and projects they are trying to juggle simultaneously. This is a huge waste of creativity. A better, more effective approach, is to put in place a good system to handle all those details, leaving the mind clear to focus on more important issues.

Thus, the key to getting more things done doesn’t lie in learning how to do more but in how to think more clearly, and in creating circumstances where there is an absence of stress. To do that on a consistent basis day after day requires a system to keep your thoughts organized and structured on a continual basis.

Section 1 – The Art of Getting Things Done . . . . . Page 2

The clearer your mind is and the less worries you have about inadvertently forgetting important things, the more productive and effective you will be. To feel truly in control, you need two things:

1. A logical and thorough system for capturing everything (large and small) you feel responsible for.
2. A workable plan for knowing what the best “next action” is for every item in the system.

In essence, the real key is not to manage time, information or even priorities. The main challenge in getting more things done is to manage your actions using a system you trust and have confidence in.

Section 2 – Horizontal and Vertical Stress-Free Productivity . . . . . Pages 3 - 7

To be productive and stress-free in the horizontal aspect of life (across a broad range of different areas):

Horizontal Stress-Free Productivity	1. Collect	Get everything together
	2. Process	Empty your in-box
	3. Organize	Set up a viable system
	4. Review	Keep refining & improving
	5. Do It!	Trust your system

Similarly, productivity in the vertical aspect (managing projects) involves five steps:

Vertical Stress-Free Productivity	1. Define	Specify purpose & principles
	2. Visualize	See the perfect outcome
	3. Think	Brainstorm
	4. Organize	Components & sequences
	5. Action	Focus on next actions

Section 3 – The Three Key Benefits of the Getting Things Done System . . . . . Page 8

By putting this system in place in your life, there are three key benefits to be derived:

1. By collecting everything in one place and processing all your stuff through a single system, you’ll eliminate all anxieties that important pieces are “falling through the cracks” and being ignored.
2. By continually asking, “What’s the next action”, you’ll get a leap in personal productivity and a huge boost in genuine results generated.
3. By focusing on the outcome desired, you’ll harness your mental and imaginative powers to produce what you want to happen with even less effort.

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