

Getting Things Done (GTD)

Presentation to MUGOO

Glen Sharp
April 28 2008

"I don't have any solution, but I certainly admire the problem." - Ashleigh Brilliant

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GTD Topics

- Concepts
- Approaches
- People
- Software
- Summary

GTD Concepts

- Make a list and check it twice
- Focus: Projects and Goals
- Context
- Next Action
- Progress: The almighty checkmark

Work Flow

- 5 Phases
- GTD Diagram
- GTD Flow Chart
- The Science of stress free productivity

Getting to Flow

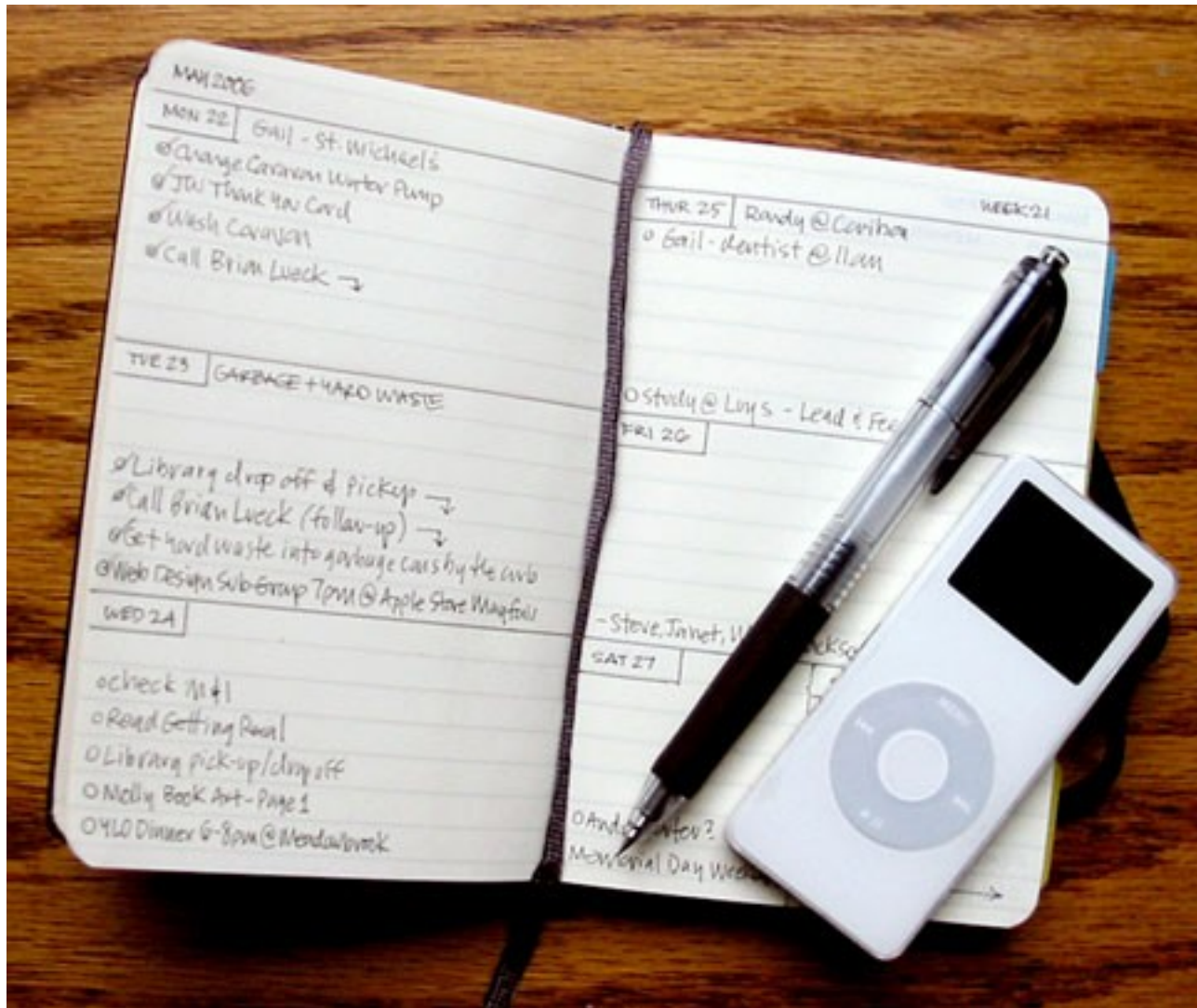


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GTD Approaches

- Moleskine and the Hipster PDA
- Beautiful Text
- Outliner
- Organizer
- Cross Platform; Portable USB Aps
- Web based; Synced

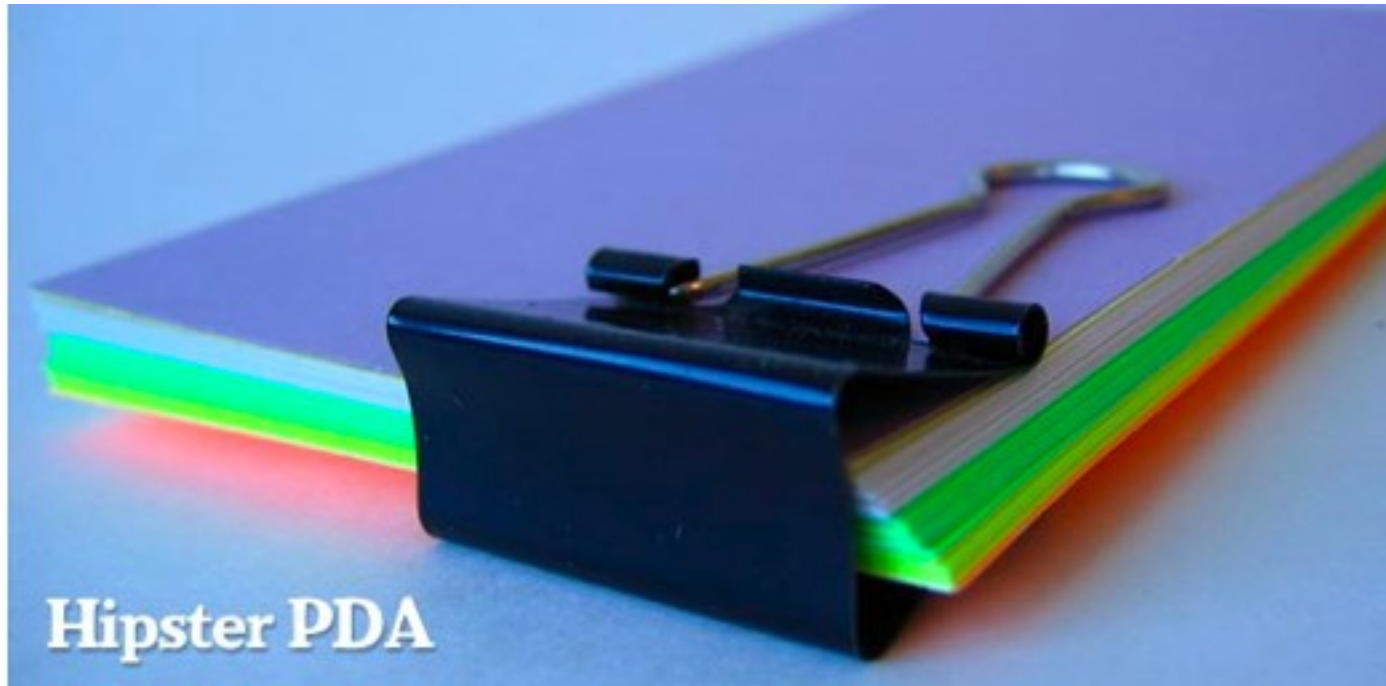
Moleskine Notebook



What is Moleskine? (mol-a-skeen'-a)
MOLESKINE is the legendary notebook that has held the inspirations and ideas of everyone from Van Gogh, Picasso and Hemingway to famed author, Bruce Chatwin. Artists, authors, and geniuses of all variety have long appreciated the simplicity and superior functionality of these notebooks.

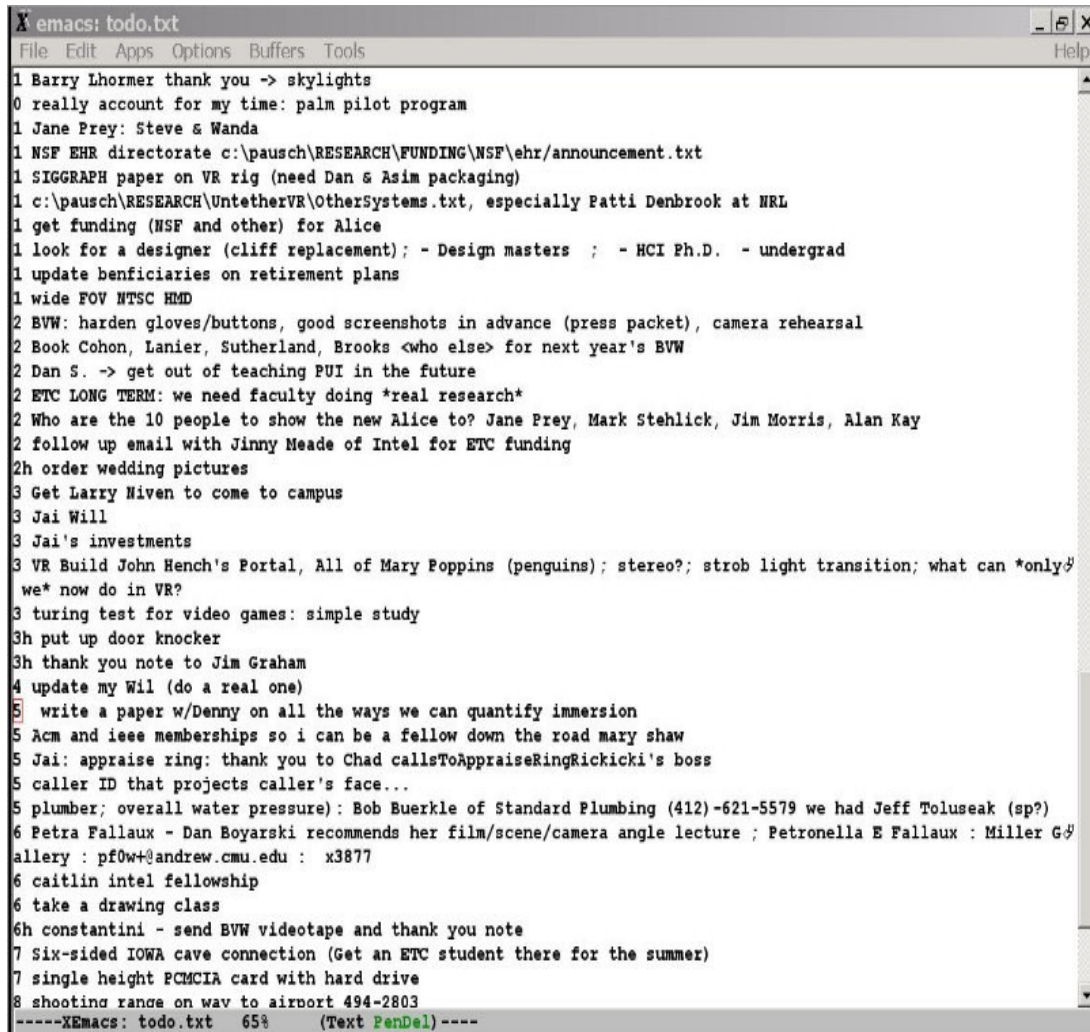
Originally these books were produced by small French bookbinders who supplied the Parisian stationery shops frequented by the international avant-garde. However, In 1986, the last manufacturer of Moleskine, a family operation in Tours, closed and Moleskines were gone – but not forgotten. As a result of their previous popularity and demand, they did return. In 1998, a small Milanese publisher brought these books back for writers, artists, travelers and all free-thinkers around the globe.

Hipster PDA



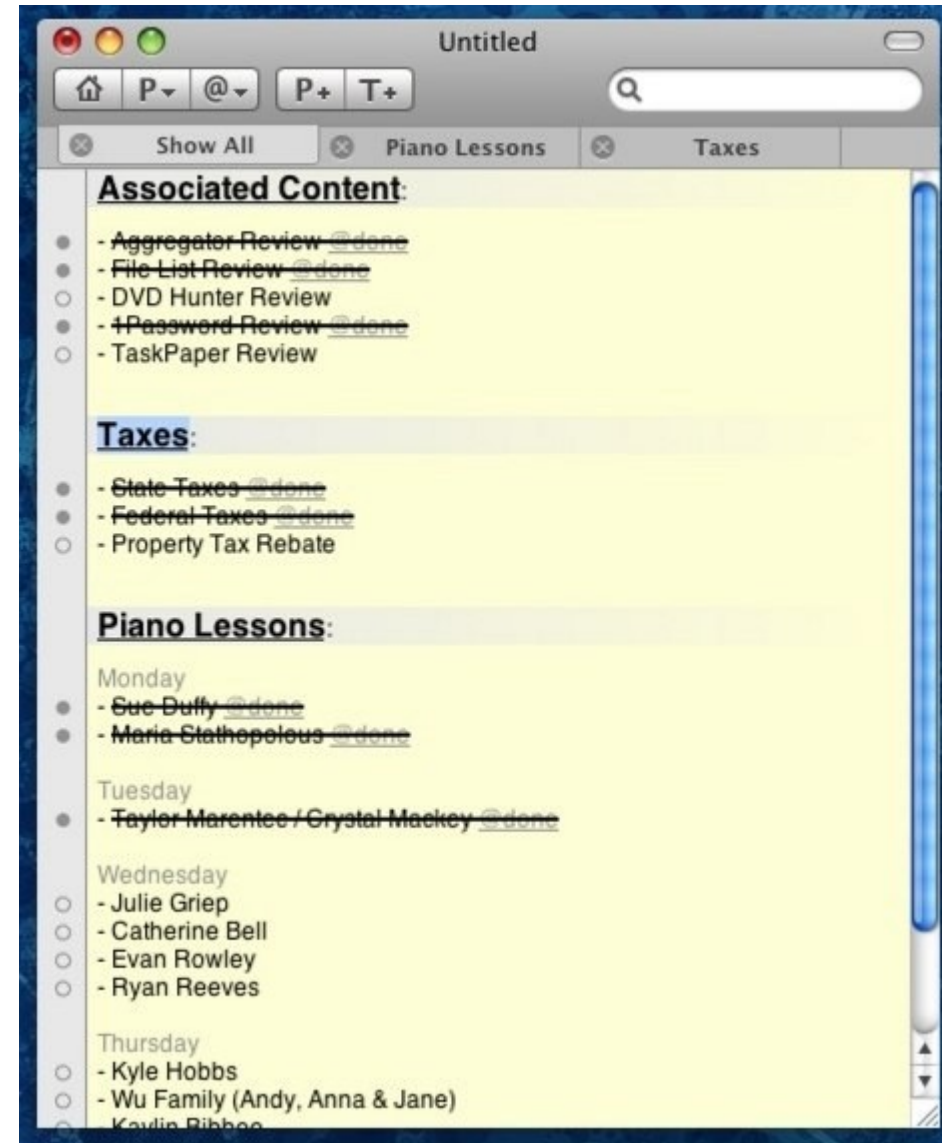
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Beautiful Text

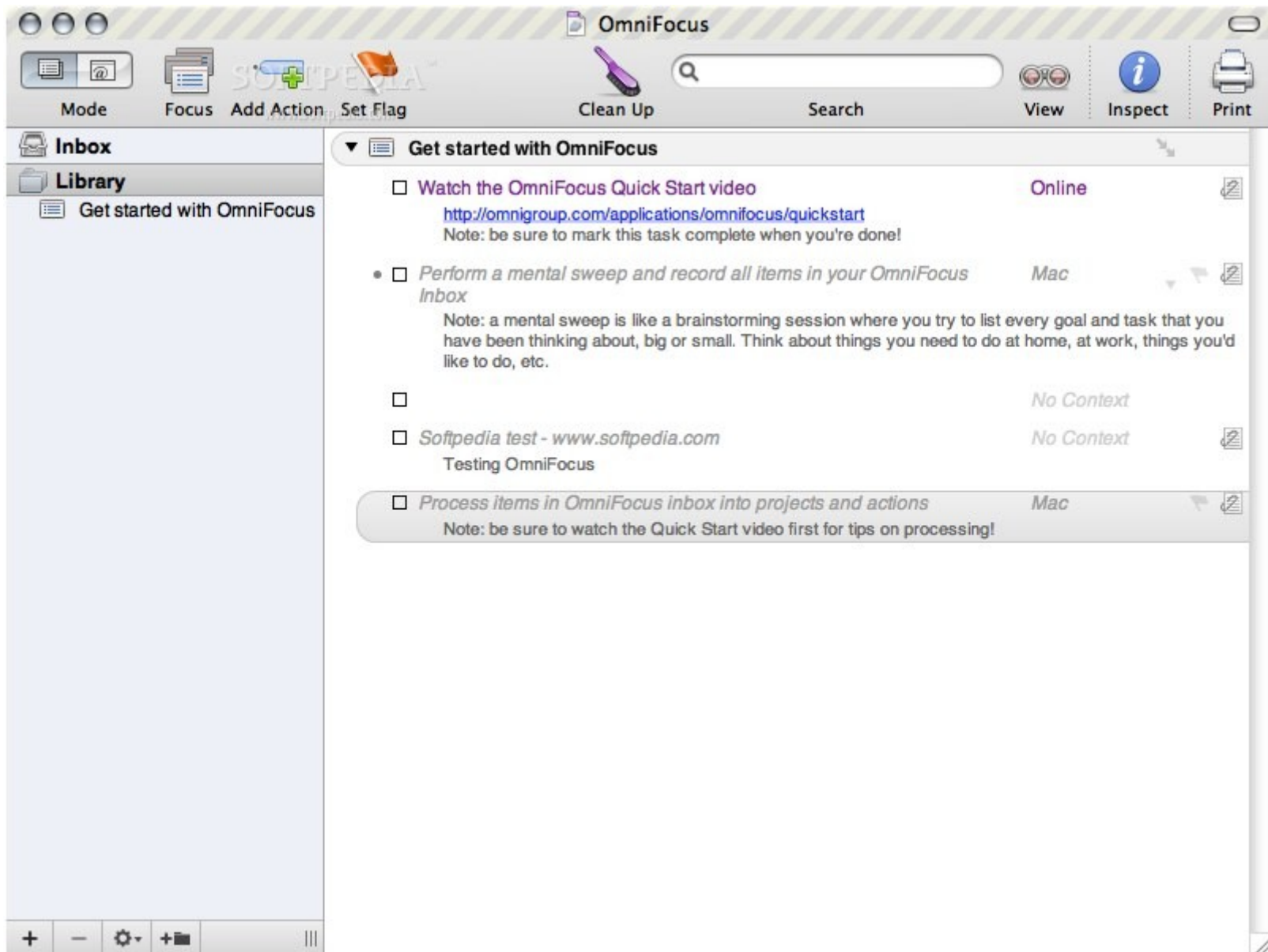


The screenshot shows an Emacs window titled 'emacs: todo.txt'. The menu bar includes 'File', 'Edit', 'Apps', 'Options', 'Buffers', 'Tools', and 'Help'. The text area contains a to-do list with 48 items, each preceded by a number. The list includes tasks like 'Barry Lhormer thank you -> skylights', 'really account for my time: palm pilot program', 'Jane Prey: Steve & Wanda', 'NSF EHR directorate', 'SIGGRAPH paper on VR rig', 'look for a designer', 'update beneficiaries on retirement plans', 'wide FOV NTSC HMD', 'BVW: harden gloves/buttons', 'Book Cohon, Lanier, Sutherland, Brooks', 'Dan S. -> get out of teaching PUI', 'ETC LONG TERM: we need faculty doing *real research*', 'Who are the 10 people to show the new Alice to?', 'follow up email with Jinny Meade', 'order wedding pictures', 'Get Larry Niven to come to campus', 'Jai Will', 'Jai's investments', 'VR Build John Hench's Portal', 'turing test for video games', 'put up door knocker', 'thank you note to Jim Graham', 'update my Wil', 'write a paper w/Denny', 'Acm and ieee memberships', 'Jai: appraise ring', 'caller ID', 'plumber', 'Petra Fallaux', 'caitlin intel fellowship', 'take a drawing class', 'constantini', 'Six-sided IOWA cave connection', 'single height PCMCIA card', 'shooting range', and a status line at the bottom: '-----XEmacs: todo.txt 65% (Text PenDel)-----'.

```
1 Barry Lhormer thank you -> skylights
0 really account for my time: palm pilot program
1 Jane Prey: Steve & Wanda
1 NSF EHR directorate c:\pausch\RESEARCH\FUNDING\NSF\ehr\announcement.txt
1 SIGGRAPH paper on VR rig (need Dan & Asim packaging)
1 c:\pausch\RESEARCH\UntetherVR\OtherSystems.txt, especially Patti Denbrook at NRL
1 get funding (NSF and other) for Alice
1 look for a designer (cliff replacement); - Design masters ; - HCI Ph.D. - undergrad
1 update beneficiaries on retirement plans
1 wide FOV NTSC HMD
2 BVW: harden gloves/buttons, good screenshots in advance (press packet), camera rehearsal
2 Book Cohon, Lanier, Sutherland, Brooks <who else> for next year's BVW
2 Dan S. -> get out of teaching PUI in the future
2 ETC LONG TERM: we need faculty doing *real research*
2 Who are the 10 people to show the new Alice to? Jane Prey, Mark Stehlick, Jim Morris, Alan Kay
2 follow up email with Jinny Meade of Intel for ETC funding
2h order wedding pictures
3 Get Larry Niven to come to campus
3 Jai Will
3 Jai's investments
3 VR Build John Hench's Portal, All of Mary Poppins (penguins); stereo?; strob light transition; what can *only*
we* now do in VR?
3 turing test for video games: simple study
3h put up door knocker
3h thank you note to Jim Graham
4 update my Wil (do a real one)
5 write a paper w/Denny on all the ways we can quantify immersion
5 Acm and ieee memberships so i can be a fellow down the road mary shaw
5 Jai: appraise ring: thank you to Chad callsToAppraiseRingRickicki's boss
5 caller ID that projects caller's face...
5 plumber; overall water pressure): Bob Buerkle of Standard Plumbing (412)-621-5579 we had Jeff Toluseak (sp?)
6 Petra Fallaux - Dan Boyarski recommends her film/scene/camera angle lecture ; Petronella E Fallaux : Miller G
allery : pf0w+@andrew.cmu.edu : x3877
6 caitlin intel fellowship
6 take a drawing class
6h constantini - send BVW videotape and thank you note
7 Six-sided IOWA cave connection (Get an ETC student there for the summer)
7 single height PCMCIA card with hard drive
8 shooting range on wav to airport 494-2803
-----XEmacs: todo.txt 65% (Text PenDel)-----
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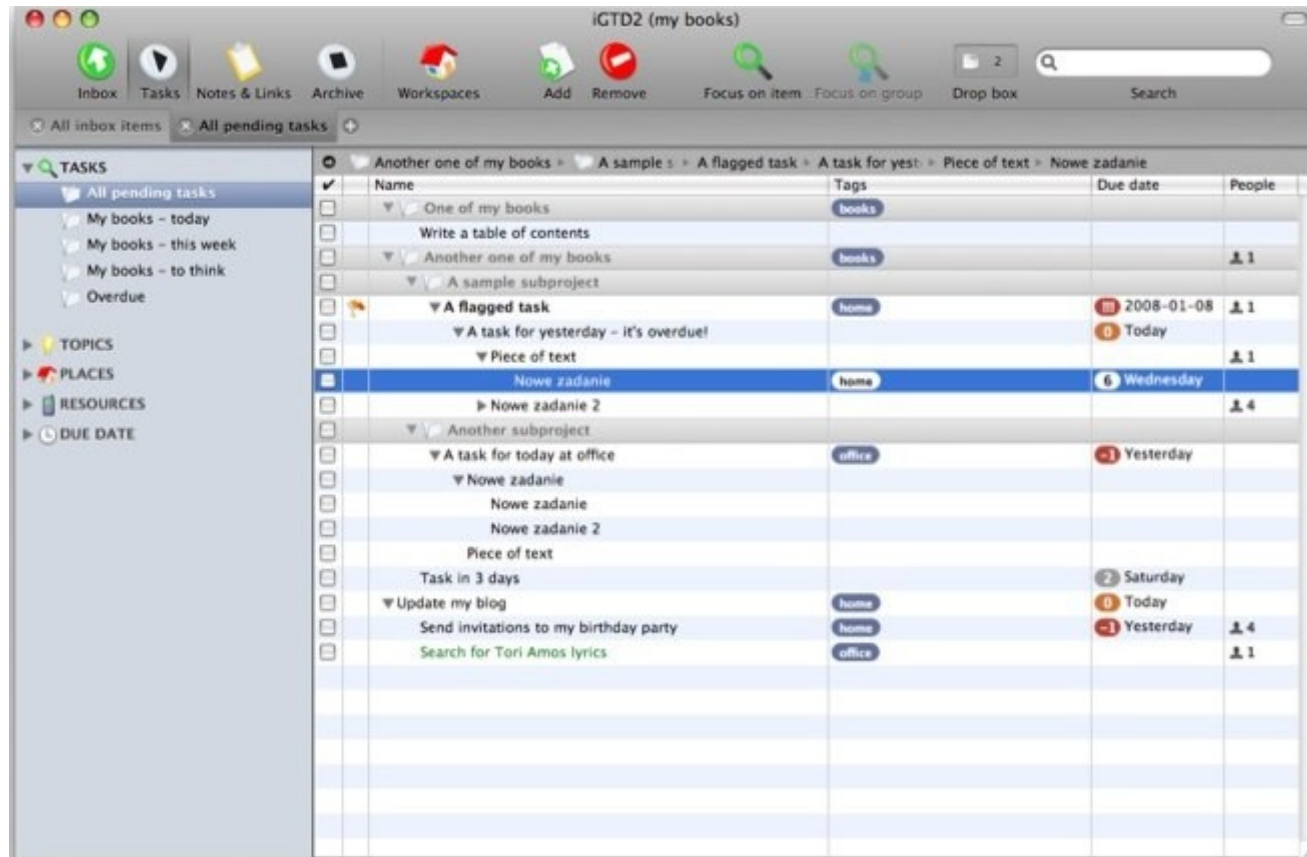


Outliner

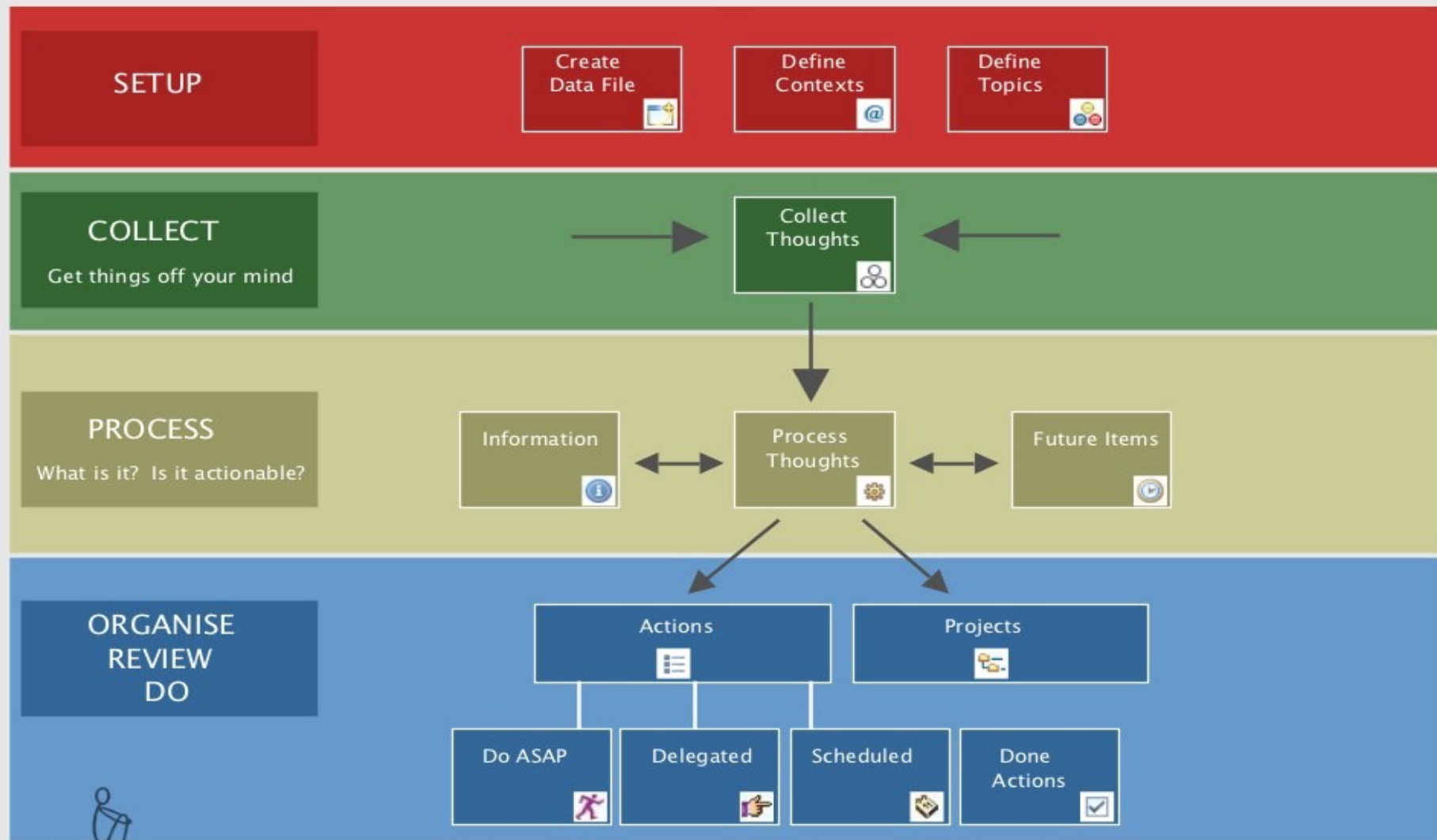


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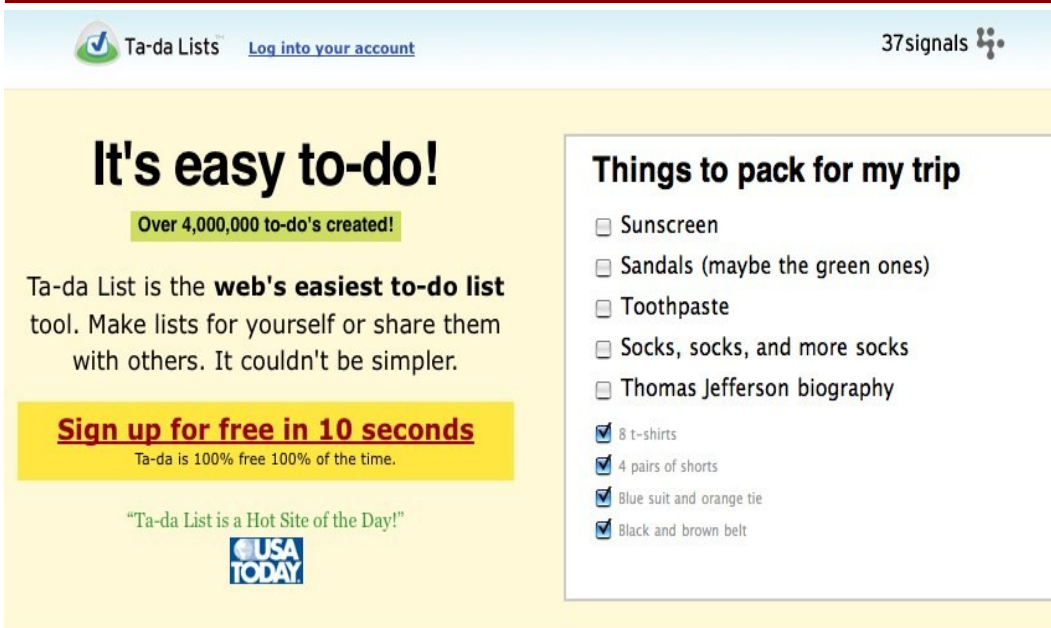
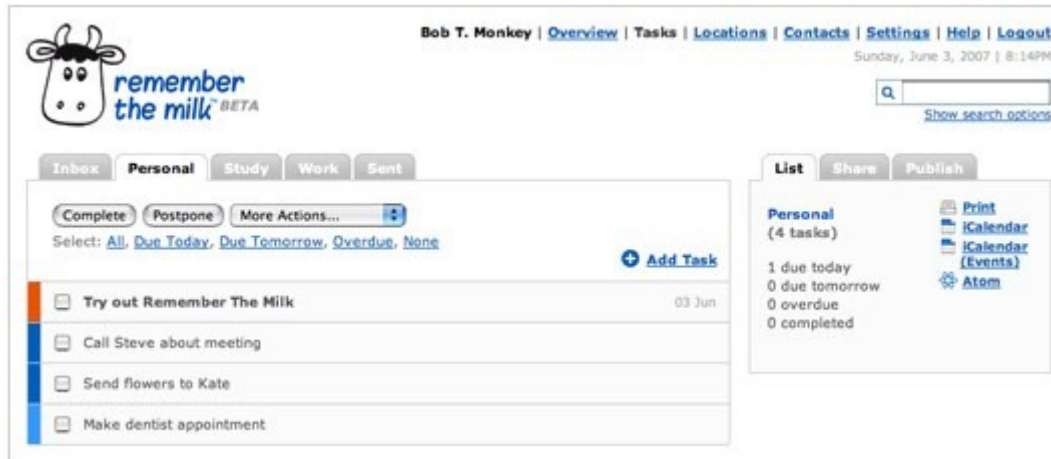
Organizer



Cross Platform



Web Based



Over 4 million to-dos added to Ta-da! Ta-da List is the easiest web-based to-do list maker.

[Check out](#) some lists people have made public or [read the buzz](#) about Ta-da, or [get inspired](#) by uses for Ta-da.

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there's too much worth doing—choose wisely.

advanced task and priority management for busy, ambitious individuals

Do you:

- work on many different projects?
- constantly jot down ideas to work on later?
- need to prioritize?
- need to know where your projects stand and what you should work on next?

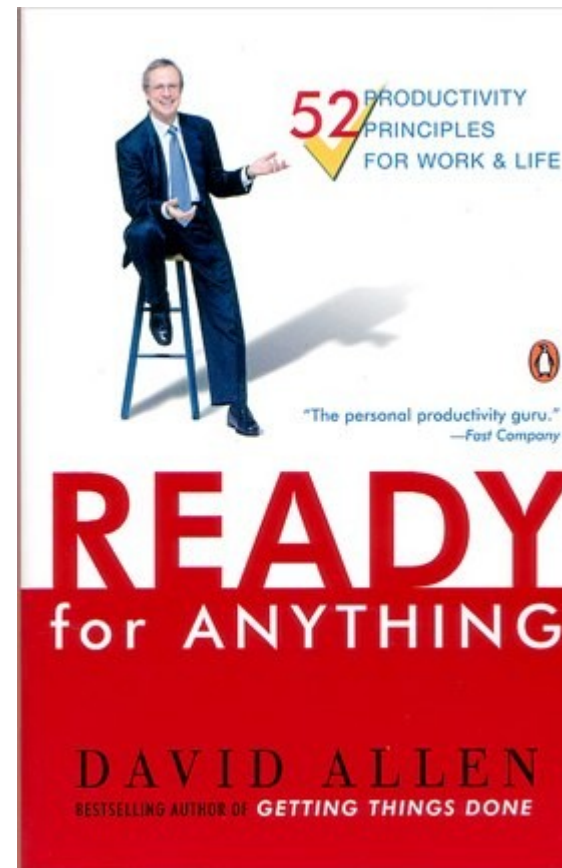
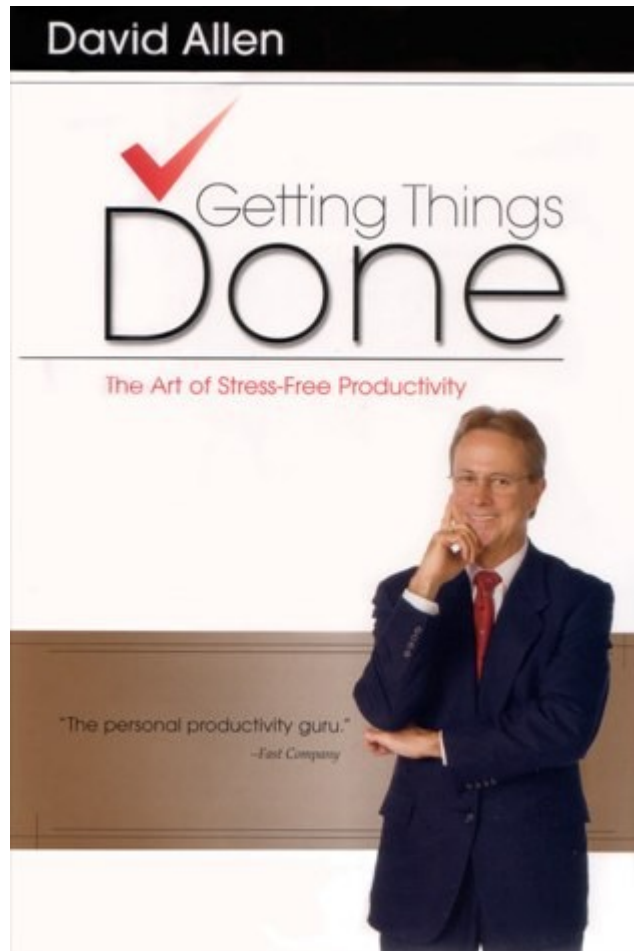
You need **voo2do**.

- ✓ organize tasks by project
- ✓ track time spent and remaining
- ✓ add tasks by email
- ✓ publish task lists [new](#)
- ✓ as easy as paper, but on the web 24x7
- ✓ supports software guru Joel Spolsky's [Painless Software Scheduling](#) method
- ✓ fancy-shmancy "ajax" interface
- ✓ [API](#) for custom applications
- ✓ **improved personal productivity**

GTD People

- [David Allen](#)
- [Merlin Mann](#)
- [Bartek Bargiel](#)
- [Gina Trapani](#)
- [Ethan Schoonover](#)
- [Randy Pausch](#)
- [Stephen Covey](#)
- [Leo Babauta](#)

David Allen: GTD Books



Merlin Mann: 43 Folders



I wish Fake Steve would be my friend...for real this time.



Merlin Mann



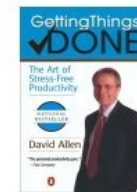
Getting started with "Getting Things Done"

Merlin Mann | Sep 8 2004



This article was originally posted during the first week of 43 Folders' existence, and, pound for pound, it remains our most popular page on the site. Please be sure to also visit [related pages](#), browse our [GTD topic area](#), plus, of course you can [search on GTD](#) across our family of sites.

I'll be talking a lot here in coming weeks about *Getting Things Done*, a book by David Allen whose apt subtitle is "The Art of Stress-Free Productivity." You've probably heard about it around the Global Interweb or have been buttonholed by somebody in your office who swears by GTD. (It probably takes a backseat only to the [Atkins Diet](#) in terms of the number of enthusiastic evangelists: sorry about that.)



Like I did [the other day with Quicksilver](#), I wanted to provide a gentle, geek-centric introduction to *Getting Things Done*, so that you can think about whether it might be right for you. It also gives you time to pick up your own copy of the book and get a feel for how David's system works. (You can support 43 Folders by [buying the book from Amazon](#), but it's also up at [ISBN.nu](#) and, of course, on shelves at your local bookstore). You'll also eventually want to grab some of the other GTD essentials, like a ton of [manila folders](#), a good [label maker](#), and a [big-ass garbage can](#). It's time to get your act together, hoss.

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GTD for Microsoft Outlook

Get Things Done in Outlook! Easily Action, File, Delete, etc.

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GTD Software

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Ads by Google

Bartek Bargiel: iGTD

bartek:bargiel

about myself



Private stuff

Age: 26

Place of living: Wroclaw/Poland (you're invited! :-)

Hobbies: software development, newspaper, politics, good music, Agatha Christie's books ;-)

Bad habits: smoking :(

Job issues

Current professions:

IT – Lotus Notes/Domino Developer at Magirus International, Stuttgart

Objective-C Mac Developer

Other experience: Java, Python, web development

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Gina Trapani: Lifehacker



LIFEHACKER CODE

Lifehacker's Exclusive Line of Productivity Software

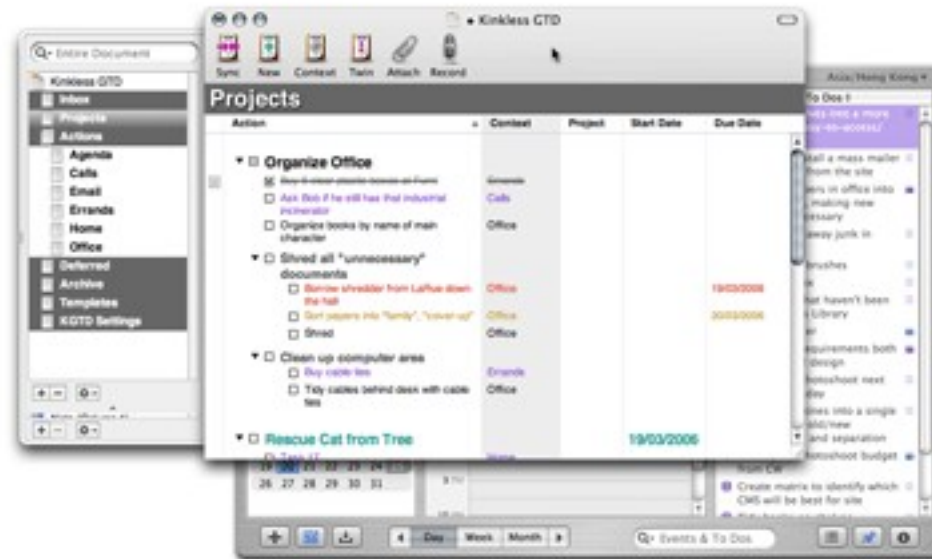


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Ethan Schoonover: Kinkless GTD

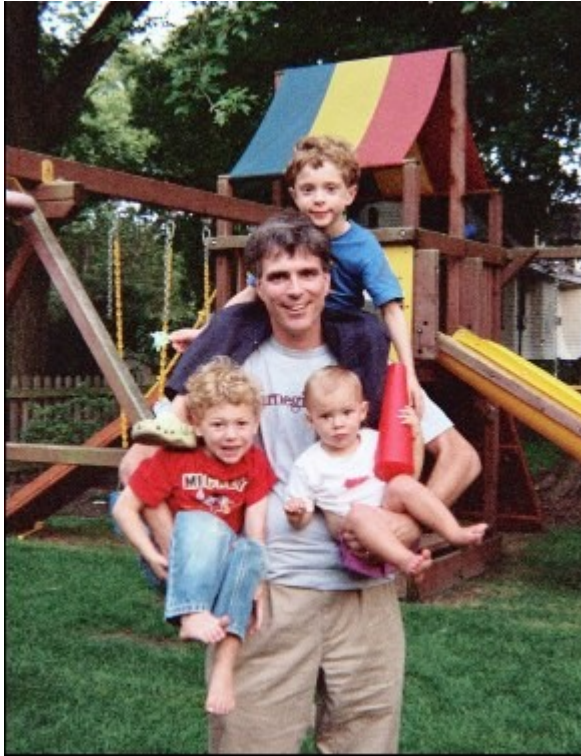


Kinkless GTD



Plan in Projects,
Act in Contexts,
Stay in Sync.

Randy Pausch: The Last Lecture



Covey's four-quadrant TODO



	Due Soon	Not Due Soon
Important	1	2
Not Important	3	4

Stephen Covey

ABOUT DR. COVEY BOOKS THE COMMUNITY SPEAKING ORGANIZATIONS STORE BLOG



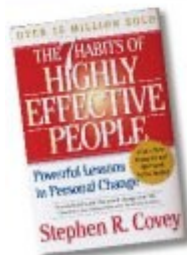
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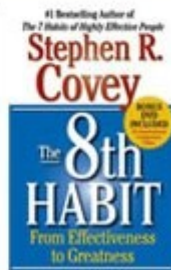

TOOLS
Online goal tracking and management tools.

[Learn More ↗](#)



About Dr. Covey ↗

Learn more about one of *Times*' "25 Most Influential People"
TIME MAGAZINE



8th Habit Book Tools ↗

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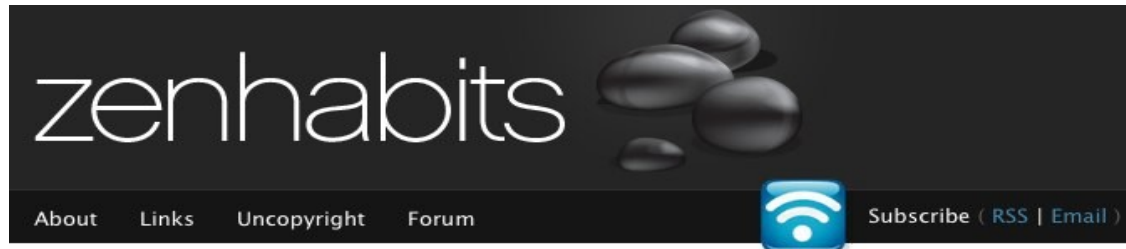


Collector Series Autographed Books ↗

Limited edition:
The 7 Habits,
The 8th Habit, and
Everyday Greatness

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Leo Babauta: Zen To Done



Zen To Done (ZTD): The Ultimate Simple Productivity System



Every Monday is *Productivity & Organization Day* at Zen Habits.

"It's about the habits and the doing, not the system or the tools."

I am a huge fan of [GTD](#), as you probably know by now. It's one of the best productivity systems ever invented. **However, it's not without its flaws, and because of that, I have a new productivity system for you: Zen To Done (ZTD).**

Why "Zen To Done"? Well, first off, the blog is called Zen Habits, and "Habits To Done" doesn't sound cool enough to me. I also thought of "Simple To Done" but the acronym didn't seem right. Second, **ZTD captures the essential spirit of the new system: that of simplicity, of a focus on doing, in the here and now, instead of on planning and on the system.**

If you've been having trouble with GTD, as great as it is, ZTD might be just for you. It focuses on the habit changes necessary for GTD, in a more practical way, and it focuses on doing, on simplifying, and on adding a simple structure. Read on for more.

Overview

ZTD attempts to address five problems that many people have with GTD. I should note that GTD isn't really flawed, and doesn't really need modification, but everyone is different, and ZTD is a way to customize it to better fit different personality types.

ZTD addresses five problems people have with GTD:



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Zen To Done

Issues & Solutions

- 1) GTD is a series of habit changes.
Solution: ZTD focuses on **one habit at a time**.
- 2) GTD doesn't focus enough on doing.
Solution: ZTD focuses **more on doing** — and how to actually complete your tasks, in a simple, stress-free manner.
- 3) GTD is too unstructured for many people.
Solution: ZTD offers a couple of habits to address this: the **plan habit**, where you simply plan your three MITs for the day and your Big Rocks for the week, and the **routine habit**, where you set daily and weekly routines for yourself.
- 4) GTD tries to do too much, which ends up stressing you out.
Solution: ZTD focuses on **simplifying**.
- 5) GTD doesn't focus enough on your **goals**. GTD is purposely a bottom-up, runway-level system.
Solution: ZTD, as mentioned above, asks you to identify the big things you want to do for the week and for the day.

10 Habits of ZTD

- 1 collect. Habit: ubiquitous capture.
- 2 process. Habit: make quick decisions on things in your inbox, do not put them off.
- 3 plan. Habit: set MITs for week, day. Each week, list the Big Rocks that you want to accomplish, and schedule them first.
- 4 do (focus). Habit: do one task at a time, without distractions.
- 5 simple trusted system. Habit: keep simple lists, check daily.
- 6 organize. Habit: a place for everything.
- 7 review. Habit: review your system & goals weekly.
- 8 simplify. Habit: reduce your goals & tasks to essentials.
- 9 routine. Habit: set and keep routines.
- 10 find your passion. Habit: seek work for which you're passionate.

GTD Software

- [Todo.txt](#) free; [TaskPaper](#) \$18.95
- [OmniFocus](#) \$80
- [Things](#) \$49
- [iGTD](#) free
- [Thinking Rock](#) free
- [Remember The Milk](#) free; [Hiveminder](#) free

Summary

- What do you want to Get Done?
- What is your environment?
- Security, convenience, availability
- Tailor the system to your preferences
- Stick with your system
- Remember its about Getting Things Done