

WHAT IS GTD?

5 simple steps to a more productive life

Step 1



CAPTURE

Capture anything that crosses your mind – nothing is too big or small! These items go directly into your inbox.

Step 2



CLARIFY

Process what you've captured into clear and concrete action steps. You'll decide if an item is a project, next action, or reference material.

Step 3



ORGANIZE

Put everything in the right place: Add dates to your calendar, delegate action items, file away reference materials, sort your tasks, and more.

Step 4



REVIEW

Frequently look over, update, and revise your lists. Do smaller daily reviews and bigger weekly ones.

Step 5



ENGAGE

Get to work on the important stuff. Use your system to know exactly what to work on when.

Gtd System Guides

J Rink



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