



SOFPM

(A CERTIFICATION
COURSE FOR
PROFESSIONALS)

Getting Things Done (GTD) by David Allen

5 Components of GTD

01 Capture

02 Clarify

03 Organize

04 Reflect

05 Engage



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Capture

Collect what has your
attention into a collection
tool



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Clarify

Process what the things you captured mean.

Is it actionable?

If not: **DEFER, DELETE or DELEGATE**

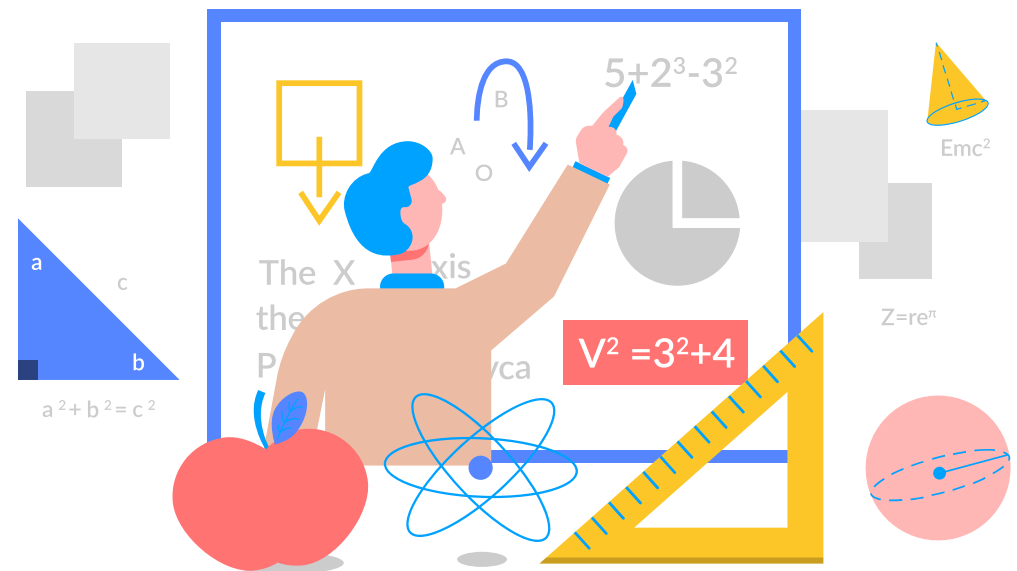


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Organize

Tag and put reminders
into categorized content.



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Reflect

Review all content you've collected frequently.



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Engage

Get things DONE (the right things at the right time).



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5 Horizon Levels of GTD

05 PURPOSE / PRINCIPLES

04 VISION

03 GOALS

02 AREAS OF FOCUS

01 PROJECTS

GROUND: ACTIONS



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GROUND

Next Actions.

The things you need to do today.

The FIRES you have to put out to
leave work at the end of the day (as
done)



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Level 1: Projects

The personal and professional work efforts you have.



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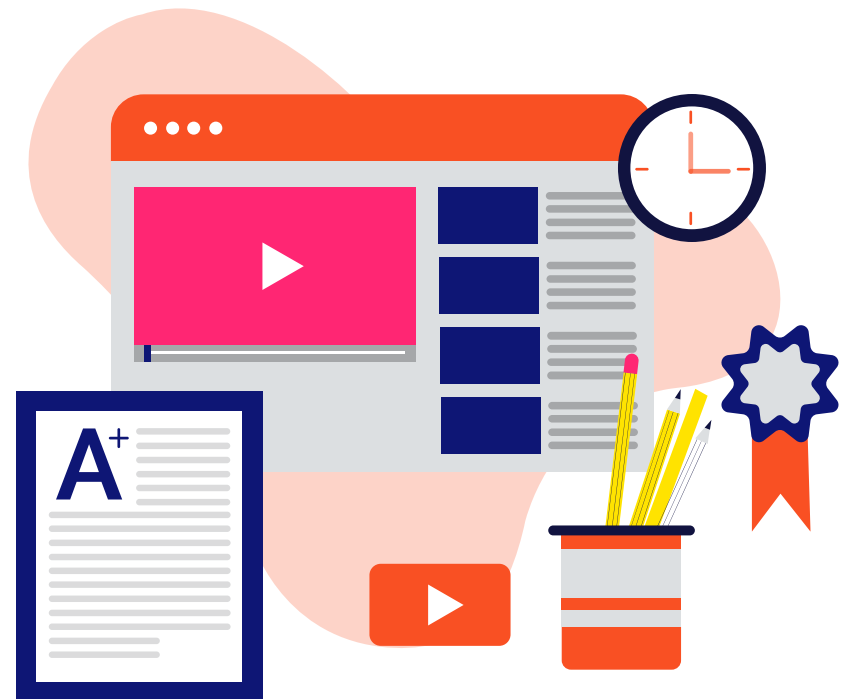


Level 2: Areas of Focus

Responsibilities

Clarified Job Descriptions

Accountabilities



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Level 3: Goals

What do we need to do in order to create the vision?



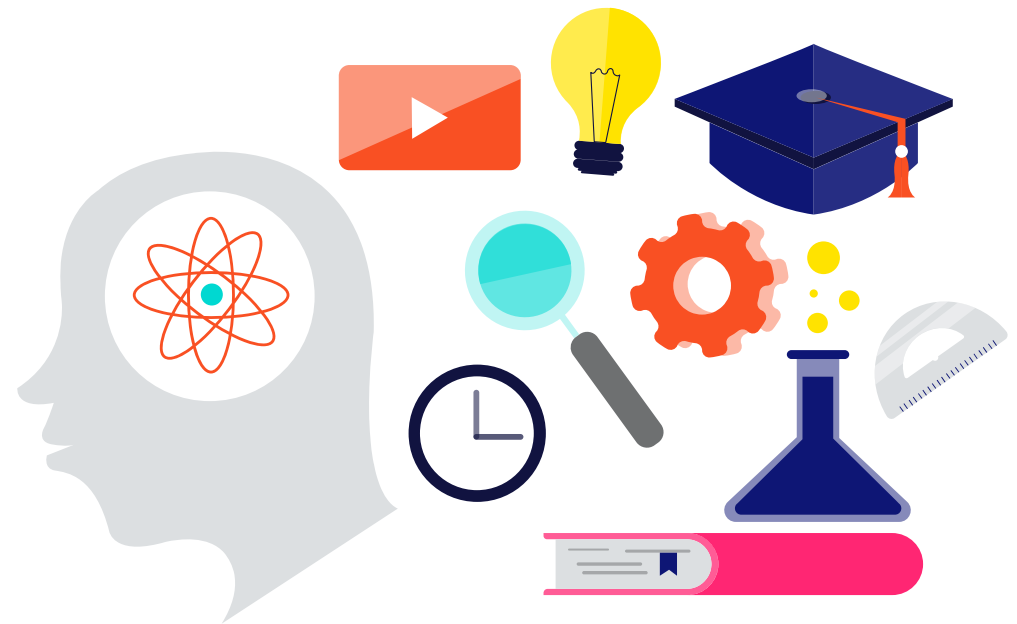
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Level 4: Vision

Ideas.

**How do we want to be
perceived in 3-5 years?**



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Level 5: Purpose and Principles

Dreams and big picture items.



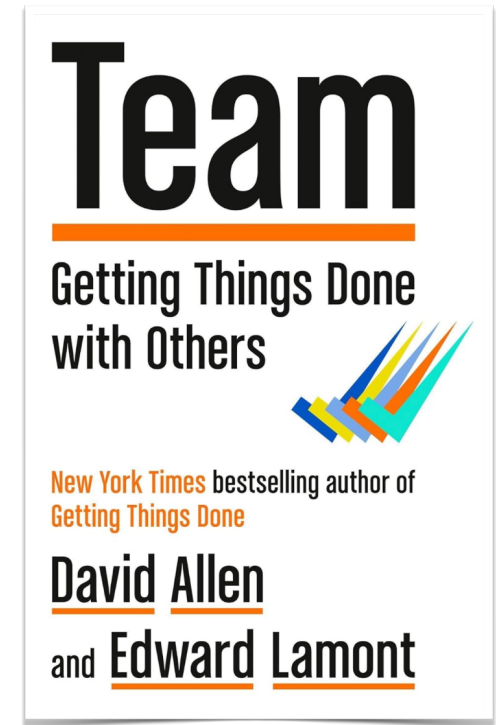
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Natural Planning Model

GROUND: ACTIONS

- 1 PURPOSE / PRINCIPLES
- 2 VISION
- 3 BRAINSTORM
- 4 ORGANIZE
- 5 NEXT ACTIONS

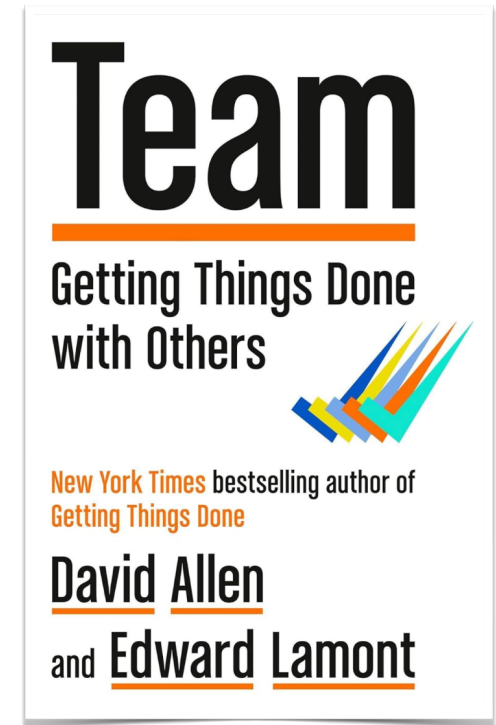


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NPM 1: Purpose and Principles

Why are we doing this project?

What's our Rules of Engagement (ROE)

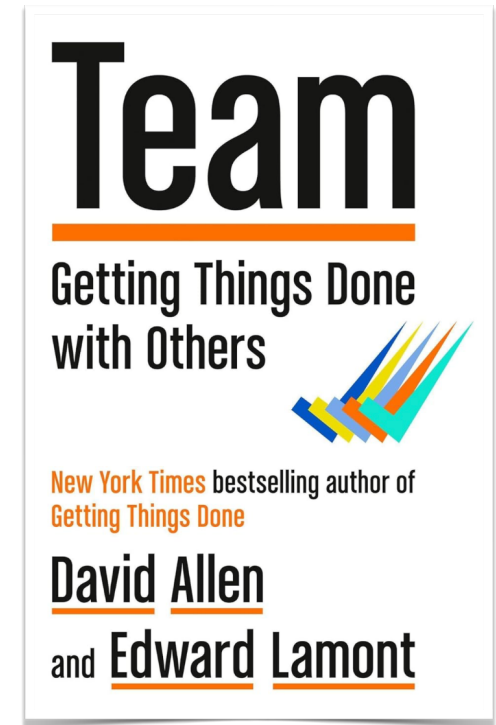


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NPM 2: Vision

What's the desired **end-state**?

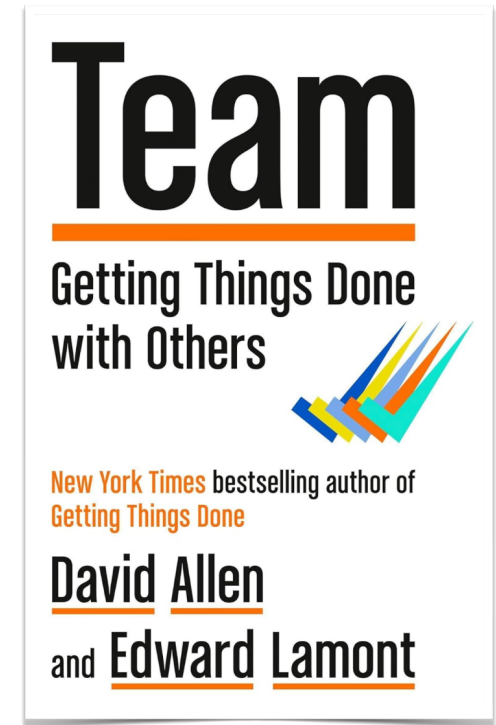
What does success look like?



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NPM 3: Brainstorm

How **should we** approach this?



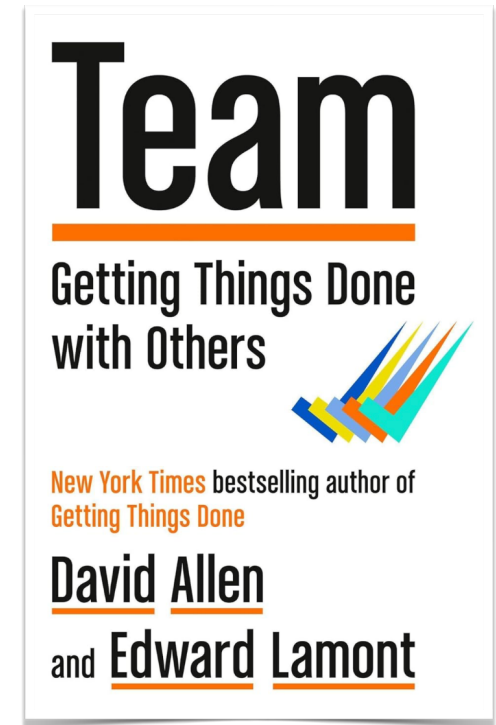
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NPM 4: Organize

Who (stakeholders)

What (tasks)

When (schedule)

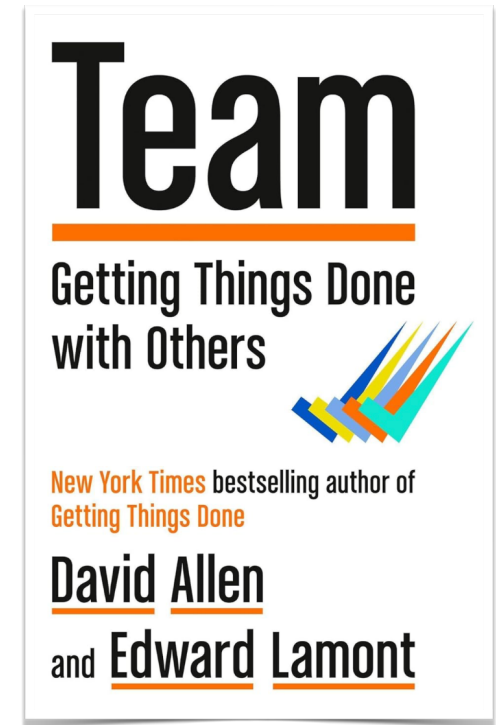


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NPM 5: Next Actions

What are the **very next things** we need to do to move this forward?



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**“We want to accomplish something (purpose),
have a picture of what it would / should look like
(vision), consider multiple options (brainstorm),
decide the pieces that need to happen (organize),
and start moving on it (next actions).”**

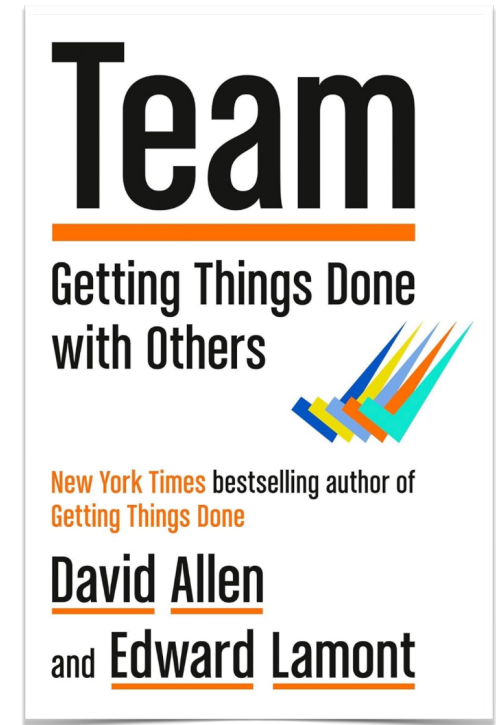
David Allen and Edward Lamont

“Team: Getting Things Done With Others”

Two Questions

What's the **next** action?

What's the **desired outcome**?



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Key Points: Getting Things Done Links



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<https://gettingthingsdone.com/>

Key Points: Getting Things Done



Capture ANYTHING that has your attention into a collection tool

Work on what you should work on **WHEN** you should work on it

Understand your efforts and how they apply to the Horizon Levels (**SHOULD** you be doing what you **ARE** doing?)