gtd®

GETTING THINGS DONE

LEARNER PREPARATION WORKSHEET

Getting Things Done (GTD) teaches skills to manage your workflow to achieve more productivity and less stress. Throughout the course you will have the opportunity to apply the skills to real-life challenges you are facing. Follow the instructions below to prepare for your learning experience.

During the course you will work on your work. Come prepared with the following:

☐ To-do lists you use

☐ Calendars you keep

☐ Tools you use to manage your work (apps, software, planners, etc.)

Consider these examples of common challenges. Which are you (and your team) currently struggling with? What has been the impact? Record your thoughts in the space below.

- **Too much to do:** Too many tasks, overflowing email inbox, missing commitments to yourself and others, stressed and overwhelmed by the volume of work

- **Disorganized:** Forgetting tasks, can't find things when you need them, always searching for (but never finding) the perfect app to get organized

- **All meetings, no work:** Overbooked calendar, constantly snoozing reminders

- **Busy and unproductive:** Preplanned to-dos rarely get done, rushing around all day putting out "fires," distracted by new inputs

- **Work-life imbalance:** Rarely present at home or work, thinking about work during personal time and vice versa

Crucial Learning®