

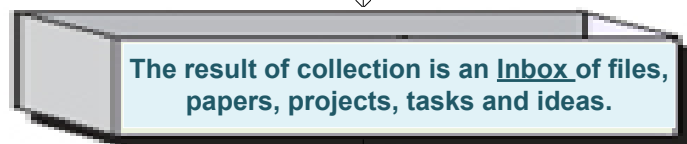
The Concepts of GTD®

GTD® is a 5 step system for collecting, **processing**, organizing, **reviewing** and **doing** your tasks and projects.

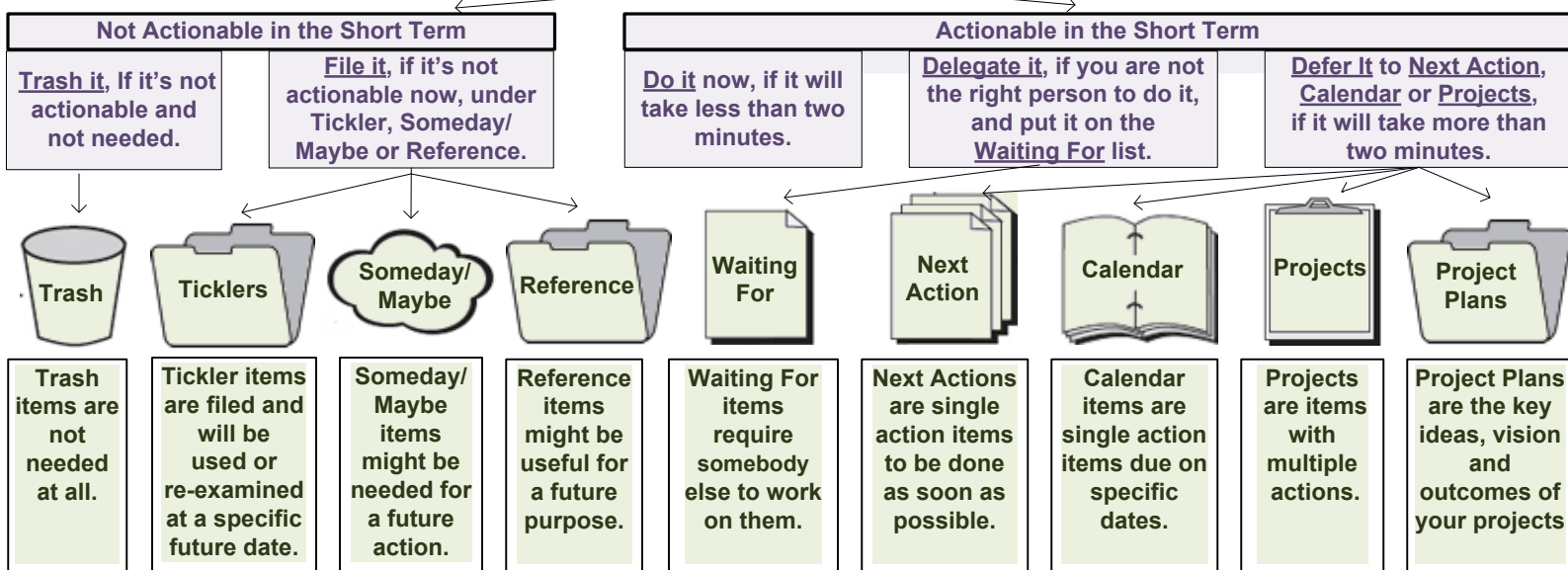
These 5 steps will get all your **files, papers, projects, tasks & ideas** into an organized set of lists and files. This process gets your stuff off your mind and into a system that promotes effective and efficient task/project execution.



1. Collect all of your files, papers, projects, tasks and ideas. This frees up your mind from having to remember so many things and eliminates the guilt of unprocessed inbox items by clarifying the work choices you are making.



2. Process each inbox item and determine if it is actionable in the short term and who will perform it and when. Depending on your evaluation, put the item in one of the lists or files described below.



3. Organize each list and file in a manner that will facilitate performing the items they contain. For example, identify the next action and the context. The next action clarifies what has to be done to move a task or project forward. The context is where you'll be and what tools are needed to complete the item.

4. Review your Calendar, Next Action list and Daily Ticklers on a daily basis, your Waiting For list and your Projects a few times a week, and your Someday/Maybe & Monthly Ticklers periodically to keep them up to date. Empty your head and put new items onto the correct list or file.

5. Do your actions using your lists and files and these processes:
 Choose actions based on context, time available, energy available and priority.
 Process unexpected items. Define your work by processing your inbox.
 Set long term (3-5 years), mid-term (1-2 years) and short time priorities in your areas of responsibility, your current projects and your current actions.