

## Mastering Workflow Series: Level One

# Fundamentals Course

### About the Course

This is a very tactically oriented, hands-on seminar teaching individuals how to get a GTD<sup>®</sup> system up and running. Your staff will learn the fundamental thinking process to make clear decisions and learn the five phases of workflow mastery. This one-day presentation is packed with practical recommendations and suggestions about how to put GTD to work — at work, at home and in everything they do.

### The Course Focuses On:

- Managing workflow seamlessly through GTD's five phase model of Collect, Process, Organize, Review, and Do
- Making clear decisions on input
- Creating a draft GTD system for managing projects and actions
- Getting email to zero on a regular basis
- Organizing projects and related actions
- Efficiently dealing with filing
- Overcoming procrastination
- Prioritizing

### Course Benefits

Direct experience with the models to begin application —through hands-on exercises, group discussions, and facilitator demonstrations. Participants will leave the course with a first draft system populated to continue implementation on their own.

### Participant Materials Include

- Detailed workbook, with information and examples on all of the concepts presented in the course
- Jumpstart Guide to use as a starter system for tracking projects and actions
- GTD System Guides, which are laminated cards of the key GTD models covered in the course
- The *Getting Things Done: The Art of Stress-Free Productivity* book

### Learning Objectives

After completing this seminar, participants will be able to:

- Describe key principles and concepts of the GTD methodology
- Describe the five phases of Mastering Workflow
- Explain the thought process for clarifying outcomes, projects, and next actions
- Identify and take the immediate next actions necessary to implement the GTD methodology for immediate benefit

### Prerequisites

None. Ideal for those new or experienced with GTD.

### About Us

David Allen Company is a global training and consulting company, widely considered the leading authority in the fields of organizational and personal productivity.

### Contact Us

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