LEVEL 1: FUNDAMENTALS
MASTERING WORKFLOW SERIES

COURSE OVERVIEW
The Level 1: Fundamentals Course presents the groundbreaking GTD® methodology for achieving control in a world of constant change and ever-increasing input. This powerful program delivers a highly effective and sustainable way to attain greater levels of personal productivity.

Participants will learn the Five Steps of Mastering Workflow:
01 Capture  (collect what has your attention)
02 Clarify   (process what it means)
03 Organize  (put it where it belongs)
04 Reflect   (review frequently)
05 Engage    (simply do)

PROGRAM FORMAT
Level 1: Fundamentals pairs a one-day classroom learning experience with the Installation and Implementation (I&I) Series. The I&I Series is delivered in webinar or workshop format and is a dynamic way to ensure participants are well-equipped to build and maintain trusted systems and deepen their learning.

NO PREREQUISITES REQUIRED. IDEAL FOR THOSE NEW OR EXPERIENCED WITH GTD.

I&I SERIES OPTIONS
To support learners’ mastery of this level, I&I Series options include:
• Guided Setups for common software
• Guided Mind Sweep
• Guided GTD Weekly Review®
• Calendar Management
• Email Management
• Installation Lab

PARTICIPANT COURSE MATERIALS
A robust participant packet that includes:
• Getting Things Done book by David Allen
• Participant Workbook
• Jumpstart Booklet
• GTD Workflow Map
• GTD Methodology Guides

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