

LEVEL 2: PROJECTS & PRIORITIES

MASTERING WORKFLOW SERIES

COURSE OVERVIEW

Level 2: Projects & Priorities Course is the next level of mastery for graduates of the Fundamentals Course. This course dives deeper into the GTD models for defining and planning projects and managing priorities. Key elements for defining and managing one's complete inventory of multi-step outcomes within an integrated system, providing control and appropriate focus, week to week. The key result is clarity.

COURSE CONTENT INCLUDES:

- Capturing and refining a complete, current and clear inventory of projects
- Developing priorities through the Horizons of Focus[®] model, particularly emphasizing professional and personal areas of focus
- Developing projects through the Natural Planning Model[®], including:
 - Defining purpose and guiding principles
 - Clarifying the desired outcome
 - Brainstorming ideas
 - Organizing project details
 - Executing on next actions
- Building an integrated system

PROGRAM FORMAT

Level 2: Projects & Priorities pairs a one-day classroom learning experience with the Installation and Implementation (I&I) Series. The I&I Series can be delivered in a workshop or webinar format and is a dynamic way to ensure participants are well-equipped to build and maintain trusted systems and deepen their learning.

COMPLETION OF LEVEL 1: FUNDAMENTALS IS A PREREQUISITE FOR PARTICIPANTS IN THIS COURSE.

I&I SERIES OPTIONS

To support learners' mastery of this level, I&I Series options include:

- Natural Planning Model[®]
- Optimizing Your System for Priority Choices
- Complete Projects List
- Crafting Your "External Brain"
- Areas of Focus

PARTICIPANT COURSE MATERIALS

A robust participant packet that includes:

- *Ready for Anything* book by David Allen
- Participant Workbook
- Jumpstart Booklet

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.