

“Getting Things Done”

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The goal is to relax and be more productive by clearing your mind.

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use an in box
process one item at a time
top to bottom
the in box is a collection bucket you review regularly

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imagine outcomes
state the outcome in a sentence
use language to clarify goals and actions

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think before you do
manage your actions

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know the project's purpose and outcome
decide what the next action for the project should be

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write down and categorize everything you have to do

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"knowledge is information focused on results" -- Peter F. Drucker

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Capture loops in containers
empty the containers regularly
collection tools:
in basket
paper / pen
outliner (digital)
email

"process" = decide what to do with
add it to your system

the system is in motion

keep the number of containers to a minimum and empty them regularly

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follow the decision tree to process incoming stuff

list projects and next actions separately

do weekly reviews of everything that might require action

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evaluate what you're doing from a number of levels, "runway - 50,000 feet"

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the mind fills in the gaps
define the outcome for a project; let your mind fill in the gaps between the next action and the envisioned outcome

one can't help oneself from organizing details, giving them a structure

this is "natural planning"

urge to do

envision outcome (define and redefine)

purpose

principles

generate ideas

organize ideas

- components
- subcomponents
- sequences or events
- priorities

There are two problems

- 1) You don't know what do to get what you want
- 2) You don't know what you want

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limit brainstorming time
go for quantity of ideas

when you are unfamiliar with a project, use a checklist

use checklists in general

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a project is an outcome requiring more than one action

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writing facilitates thinking

