

How To Get Things Done

There are 7 Secrets to Getting Things Done!

1. Get Things Off Your Mind: Keep nothing in your head. Do regular downloads. Write things down! Type Things up!

David Allen says that “the brain is better at having thoughts than holding them” So you should HAVE thoughts more than HOLD them and you should think ABOUT things more than think OF them.

Activity: Take 3 minutes and list things you need to get done that you have not already listed.

2. Identify the Next Action: Identify the very Next Action to be taken for anything you need to get done.

Activity: Look at your list and identify the Next Action for 3 of the things you need to get done.

3. Give Contexts To Actions: Select a Context that is relevant for each Action: Such as: Calls, Email, Read, Download, Errands, Meetings, Home, Office, Someday, Waiting, etc.

Here is a simple table to track your next actions in Contexts:

My Next Actions		
@Calls	@Office	@Home
	@Calendar	
@Computer	@Meetings	@Errands
	@Monthly	@Waiting For
	@Read	

Activity: Take 3 minutes and list things you need to get done that you have not already listed.

4. Use the 2 Minute Rule: If something will take less than two minutes to get done, do it right away - If at all possible!

Activity: Look at your list and select something that will take less than 2 minutes to complete and do it now - if at all possible.

5. Mark Actions As Done: Use lists sorted by Category to tick off Actions as you complete them.

Activity: Look at your list and tick off the thing that you just completed.

6. Manage Tasks in Projects: If something will take multiple steps to get done, then manage it as a Project and track the related Tasks!

There is a Projects list you can to manage anything that will take more than 1 action to complete:

My Projects		
Project Name:		
Outcome:	Action 1:	
	Action 2:	
	Action 3:	
	Action 4:	
Project Name:		
Outcome:	Action 1:	
	Action 2:	
	Action 3:	
	Action 4:	
Project Name:		
Outcome:	Action 1:	
	Action 2:	
	Action 3:	
	Action 4:	

Activity: Look at your list and circle items that are Projects and not just single Tasks.

7. Review Everything Often. Review everything you need to get done as often as necessary: Daily, Weekly, Monthly and Yearly. Check apps, inboxes, notebook, etc.

Activity: Make calendar entries to remind yourself to do a Review at the end of each day, week, month and year.

Preview: 7 Secrets to Getting Things Done: (1) Get Things off Your Mind. (2) Identify Next Actions. (3) Give Contexts To Actions, (4) Use the 2 Minute Rule. (5) Mark Actions As Done. (6) Manage Tasks in Projects. (7) Review Everything Often.

What we explored today is from my book The Productive Life.

A Coaching Journey through the 7 Keys to Living a Productive Life is launching soon. Let me know if you would like to hear more and sign up. There is no cost and you will receive a free copy of the book. You will need to attend an hour-long session each week online during your work day and put in at least one more hour to apply what you learn to your life.