



D*I*Y Planner v3.0

Getting Things Done Reference Package

*A personal note from Douglas Johnston, creator of the D*I*Y Planner:*

Getting Things Done (a.k.a., GTD) is a fabulous book by [David Allen](#) that has provided both methodology and motivation to millions of people (including myself), enabling them to lead more productive lives. As I consider this book to be the chief inspiration behind the D*I*Y Planner project, it is only right that we offer some quick reference charts for the purposes of reminder and meditation. I believe that these offer little benefit to anyone who has not read the book; if this includes you, and you find use in the D*I*Y Planner kits, I heartily recommend running to your local bookstore to purchase it. It may change your life.

A disclaimer: all ideas here are David Allen's, not mine. Thus, they are subject to being withdrawn without notice whenever Mr. Allen asks. Two diagrams are freely downloadable at the DavidCo website: the [original GTD diagram](#) from the book; and the [advanced workflow diagram](#) designed by Scott Moehring. These are simply scaled and adjusted slightly to fit the pages of your planner. The colour diagram on pages 3-4 was created by me to include a few more concepts from the book (such as the weekly review), and in a format more suitable to the D*I*Y Planner kits.

The most recent version of this package, along with the rest of the printable template kits, can always be found at:

<http://www.diyplanner.com/templates/official/classic>

The [DIYPlanner.com](#) site also contains handbooks, how-to guides, documents and numerous articles that can help you make the most of your planner.

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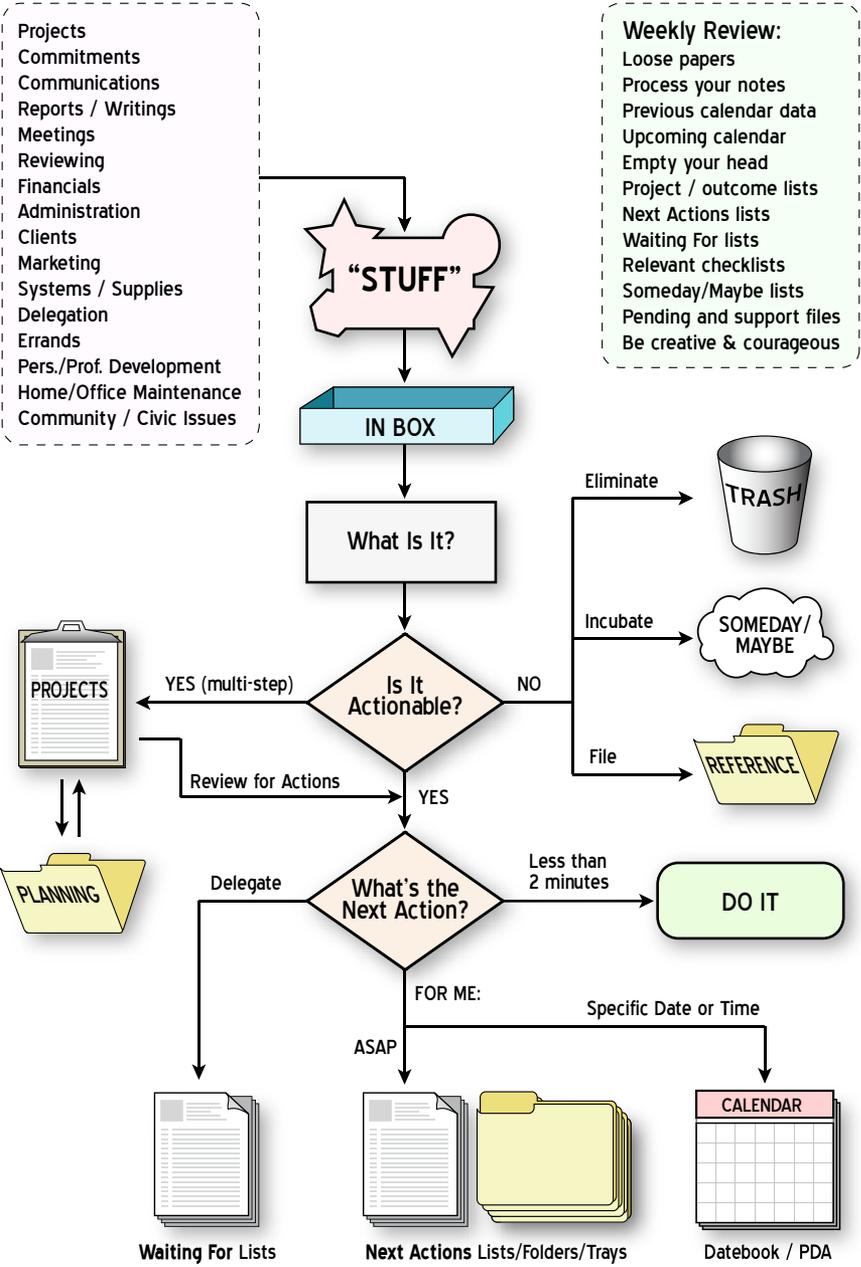
All other D*I*Y Planner templates, covers, and relevant documentation are ©2004-2006 [Douglas Johnston](#) (email dougj@diyplanner.com) and are released under the terms of a Creative Commons license:

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Getting Things Done

Quick Reference

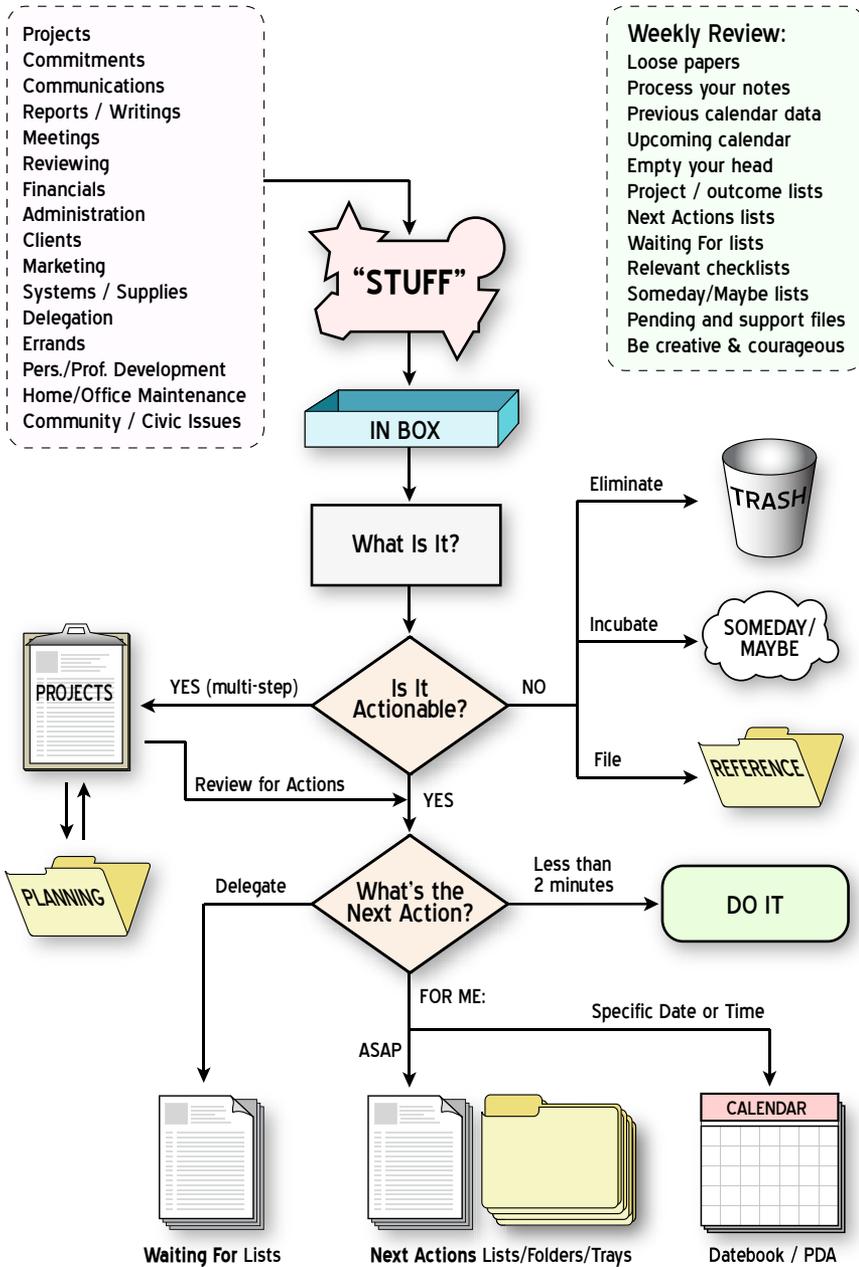


- Projects
- Commitments
- Communications
- Reports / Writings
- Meetings
- Reviewing
- Financials
- Administration
- Clients
- Marketing
- Systems / Supplies
- Delegation
- Errands
- Pers./Prof. Development
- Home/Office Maintenance
- Community / Civic Issues

- Weekly Review:**
- Loose papers
 - Process your notes
 - Previous calendar data
 - Upcoming calendar
 - Empty your head
 - Project / outcome lists
 - Next Actions lists
 - Waiting For lists
 - Relevant checklists
 - Someday/Maybe lists
 - Pending and support files
 - Be creative & courageous

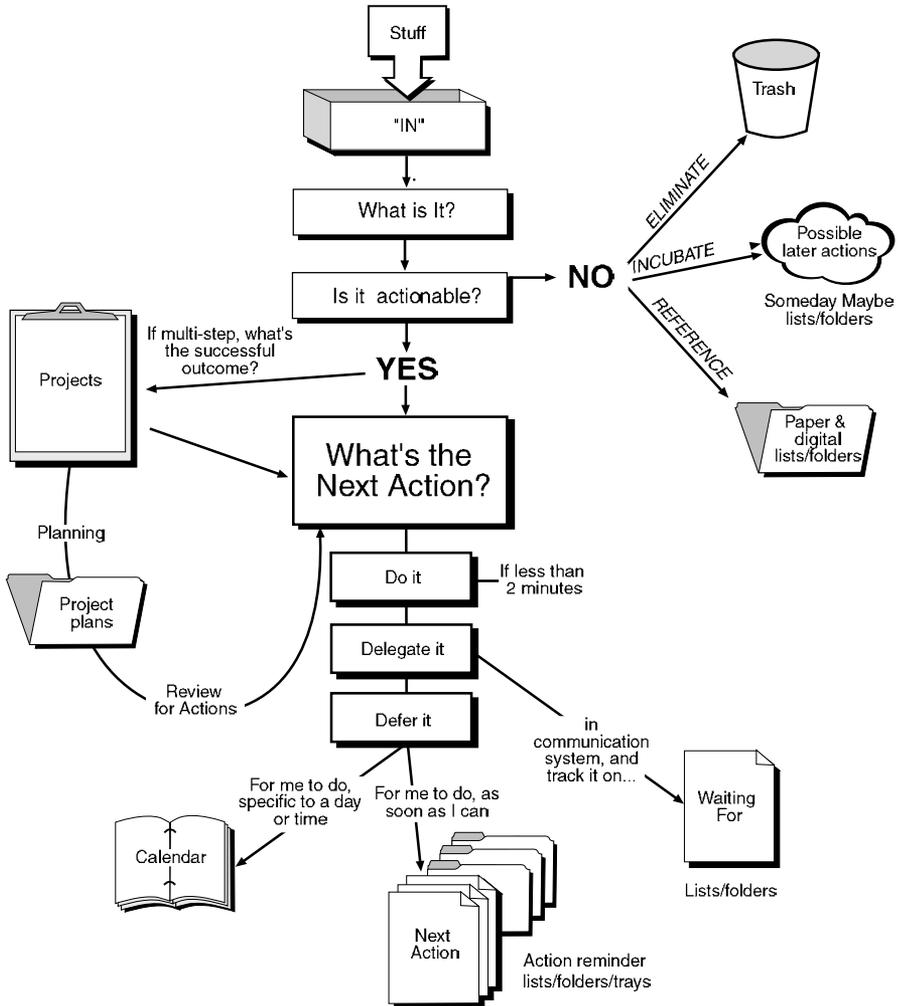
Getting Things Done

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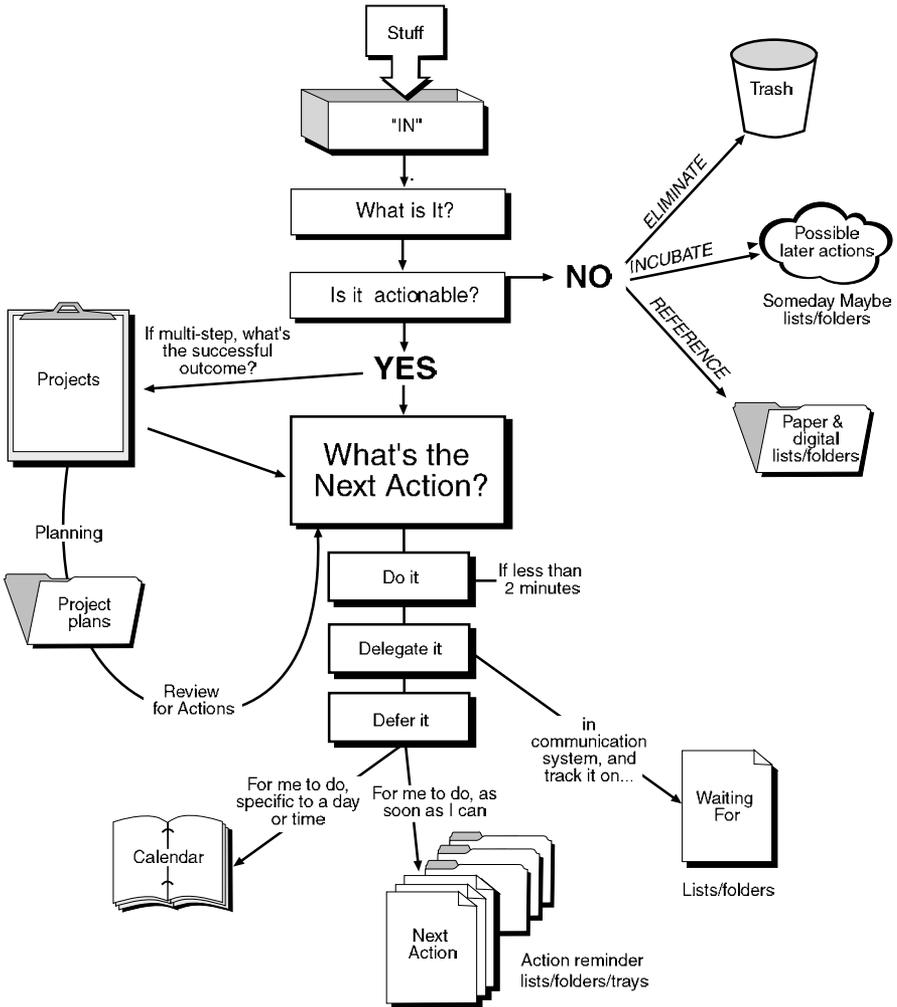
Getting Things Done

by David Allen



Getting Things Done

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STUFF

COLLECT

everything, outside your head



STUFF

PROCESS

in-to-empty early, quickly & regularly

300 – 400 times a day

:10 – :40 seconds each (GET FASTER)



What is it? Is it actionable?

NO

YES

1 What is the successful Outcome?

What will have happened when this can be checked off? Describe it in past tense. ⚡ More than one step? It's a Project!

2 What is the Next Action?

If this was the only thing you had to get done, what is the very next physical thing you would have to do ?

Do Less-than two minute Next Action? Do it now!

OR **Delegate**

Are you really the best person to do this?

OR **Defer**

To be done on a specific day, or simply as soon as possible

ORGANIZE

the results of your thinking

NO action now



REVIEW

as often as needed to keep your head empty

Daily



DO

in the moment, guided by intuition, supported by the four previous phases, influenced by reality of current situation

First, by **CONTEXT**
Then, by **TIME AVAILABLE**
Then, by **ENERGY AVAILABLE**
Finally, by **PRIORITY**

OR

three options at any moment
PREDEFINED WORK (takes discipline)
DEFINING (know ALL your work)
AS IT SHOWS UP (can lead to the urgent trap)

OR

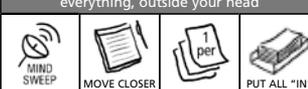
50,000+ feet (life)
40,000 feet (3-5 year visions)
30,000 feet (1-2 year goals)
20,000 feet (areas of responsibility)
10,000 feet (current projects)
RUNWAY (current actions)

FEELING TOO MUCH STRESS? Which one of these will help you get more clear and complete?

Always have a collection tool close by	Only use your inboxes as your inboxes; don't use your entire office, house, briefcase or car	Decide Outcomes & Next Actions as soon as things show up	Do most 2 min. actions immediately if you plan to ever do them at all	End meetings by clarifying outcomes, deciding Next Actions, and who's responsible	Don't allow slips of paper & meeting notes to sit unprocessed
Use your calendar only for things that absolutely have to get done that day	List actual <i>Very Next</i> Actions, not vague, undoable "stuff" or Projects in disguise	Put ALL your multi-step open loops on your Projects list	Use and trust your lists to remind you, not your Project support materials	Do your weekly review ... weekly	Review your higher altitudes for Outcomes and Next Actions

STUFF →

COLLECT
everything, outside your head



← **STUFF**

PROCESS

in-to-empty early, quickly & regularly

300 – 400 times a day	:10 – :40 seconds each (GET FASTER)					
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Defer

To be done on a specific day, or simply as soon as possible

ORGANIZE

the results of your thinking

NO action now			YES actionable, but deferred				Support materials	
								computer hard drive () indicates location
OUT OF SIGHT								plans 5 travel folders

REVIEW

as often as needed to keep your head empty

Daily				Weekly			Occasionally
				LOOSE "STUFF" & MEETING NOTES			MIND SWEEP
							HIGHER ALTITUDES

DO

in the moment, guided by intuition, supported by the four previous phases, influenced by reality of current situation

First, by CONTEXT Then, by TIME AVAILABLE Then, by ENERGY AVAILABLE Finally, by PRIORITY	OR	three options at any moment PREDEFINED WORK (takes discipline) DEFINING (know ALL your work) AS IT SHOWS UP (can lead to the urgent trap)	OR	50,000+ feet (life) 40,000 feet (3-5 year visions) 30,000 feet (1-2 year goals) 20,000 feet (areas of responsibility) 10,000 feet (current projects) RUNWAY (current actions)
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