

GETTING THINGS DONE



THE COACHING MASTERS

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Extracted from the book *The Art of Making It Happen (getting things Done)*, by productivity consultant David Allen, is also among the best-known productivity techniques.

Eliminate “open circuits”, which are those worries that stay in your head even when you're doing something else and prevent the work from flowing.

Use the APP Trello or even a notebook.

STEP 1: COLLECT INFORMATION (LIST)

Write down all pending tasks on the chosen platform. Take a moment before the week starts. Also include personal tasks here, since you are one.



STEP 2: PROCESS THE INFORMATION

Understand each of the tasks more deeply. Ask yourself “Do I need to do something about this?”. That way, you already start eliminating a lot of things that occupy your mental energy for nothing.



Then prioritize the tasks. Anything simple and quick, like sending an email, should be done first. Rank these tasks on the “done in minutes” list.

Separate the most complex, full of requirements and subtasks. These you should put in the “projects” list. Study them in more depth and set the tasks for each project. Focus on one task at a time. End the current one and move on to the next one.

STEP 3: RUN



Once you've listed, categorized, and prioritized the tasks, it's time to get to work. If any task is holding up your workflow, move on to the next one.

STEP 4: WEEKLY REVIEW



Every week, check all tasks and rearrange them. In this way, using this productivity technique will become a routine.