



Getting Things Done
GTD



5 Components of GTD

01 Capture

02 Clarify

03 Organize

04 Reflect

05 Engage



Capture

Collect what has your **attention** into a collection tool



Clarify

Process what the things you captured mean.

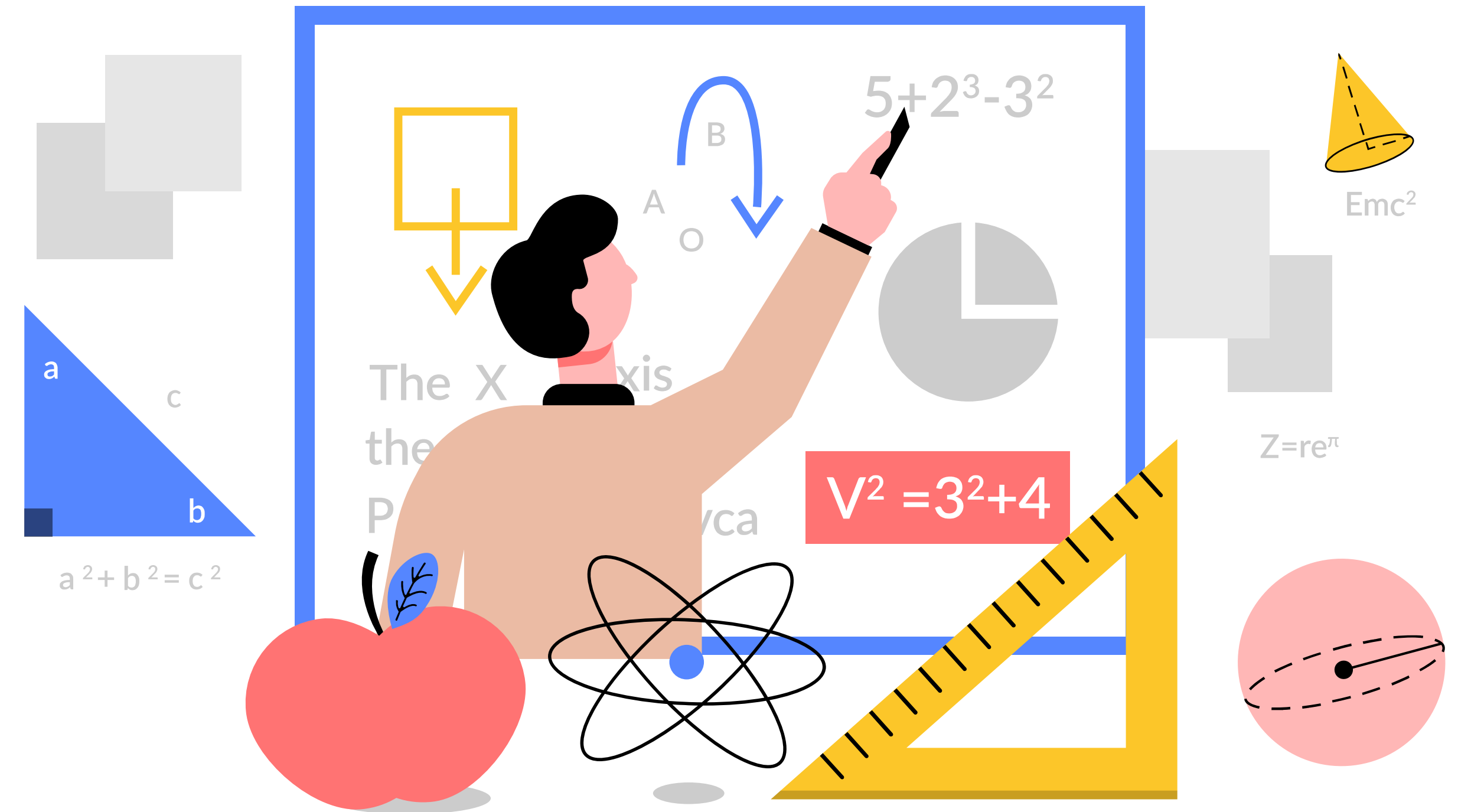
Is it actionable?

If not: **DEFER, DELETE or DELEGATE**



Organize

Tag and put reminders into categorized content.



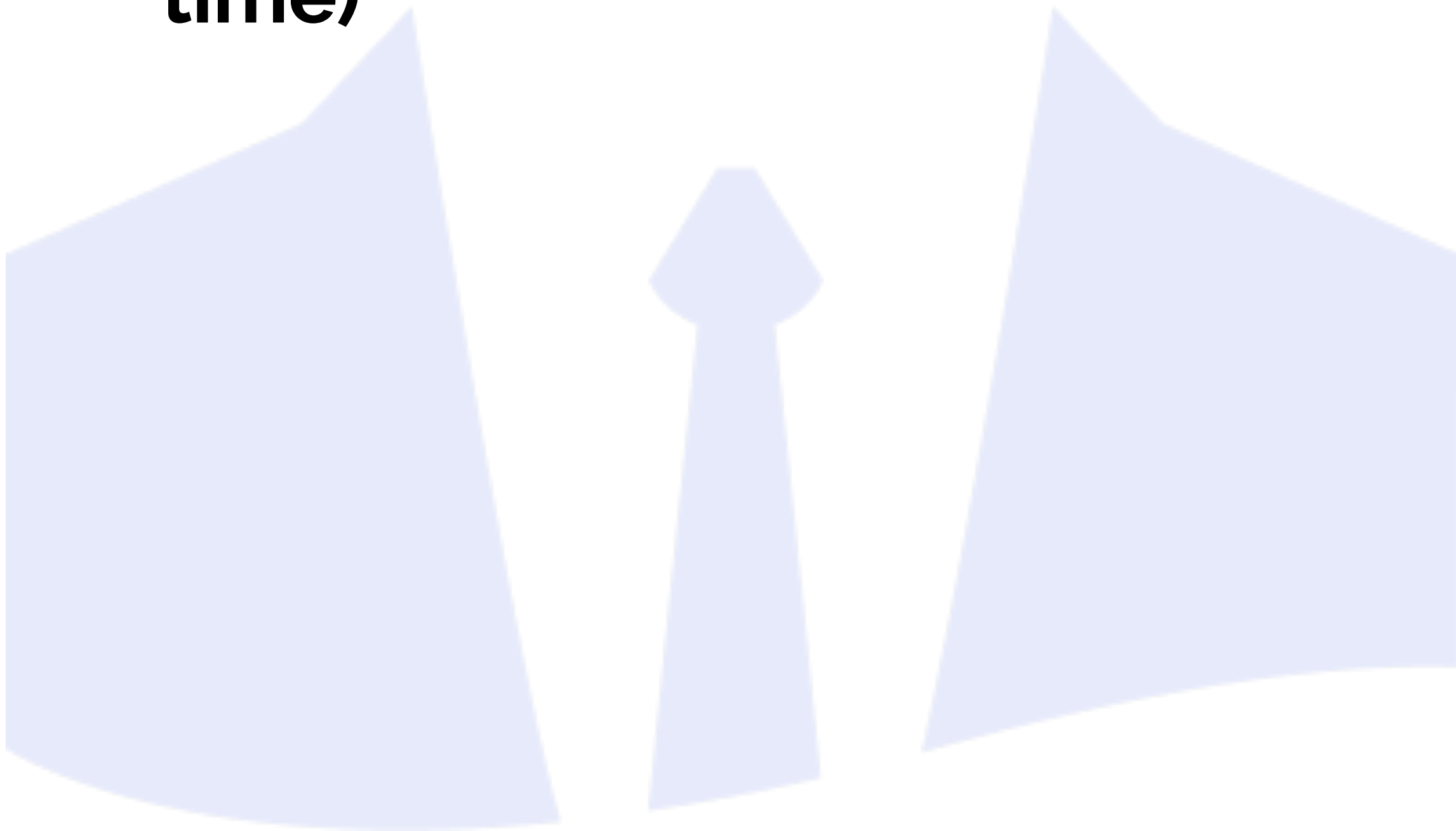
Reflect

Review all content you've collected frequently.



Engage

Get DONE (the right things at the right time)



5 Horizon Levels of GTD

01 The Runway

02 Projects

03 Areas of Focus/
Responsibility

04 Vision

05 Purpose / Core Values



Level 1: The Runway

Next Actions.

The things you need to do today.



Level 2: Projects

GTD Defines a project as “a series of next actions that produce something in the real world.”



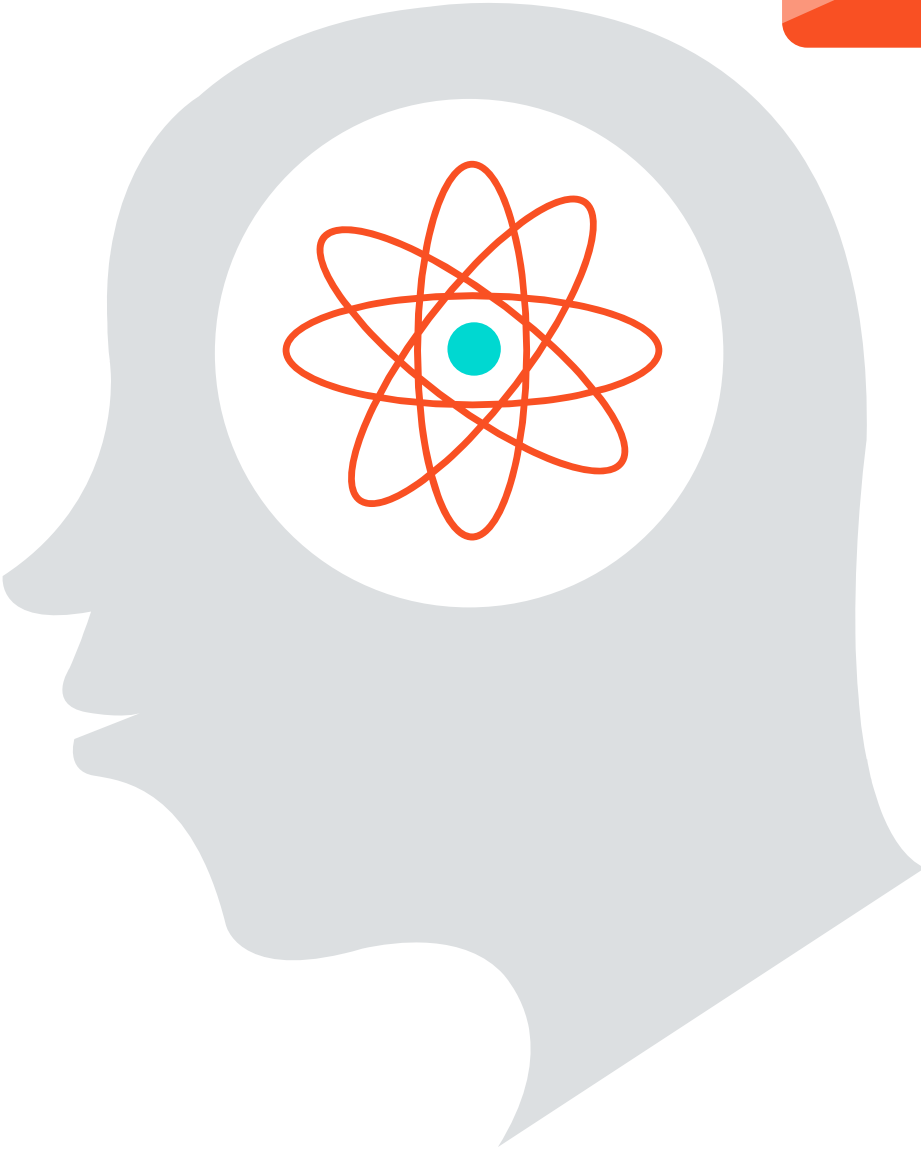
Level 3: Areas of Focus / Responsibility

The things we do out of commitments we make.



Level 4: Vision

Ideas.



Level 5: Purpose and Core Values

Dreams and big picture items.

