



***Getting Things Done***  
***GTD***



**SOFP**

# 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.

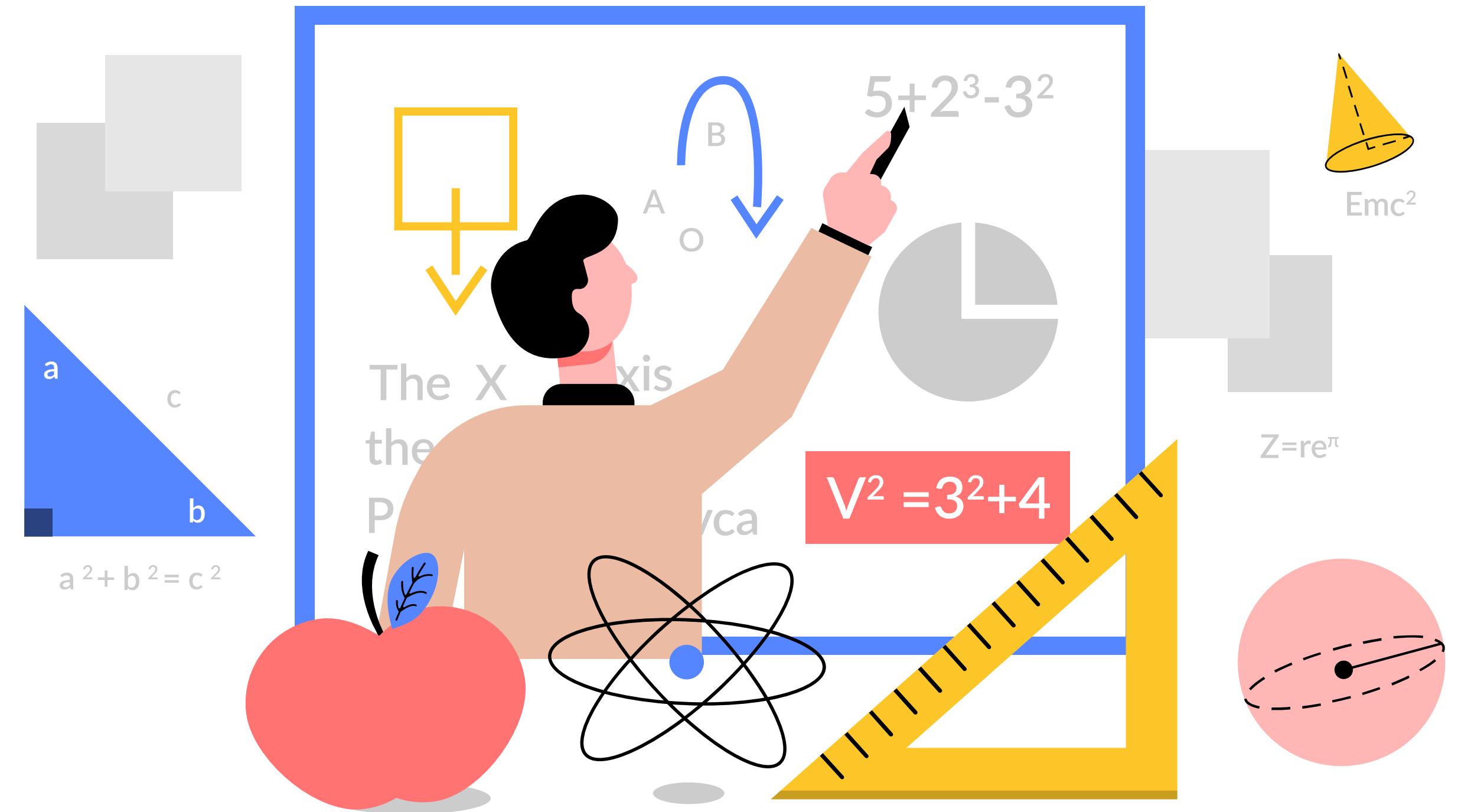
Is it actionable?

If not: DEFER, DELETE or DELEGATE



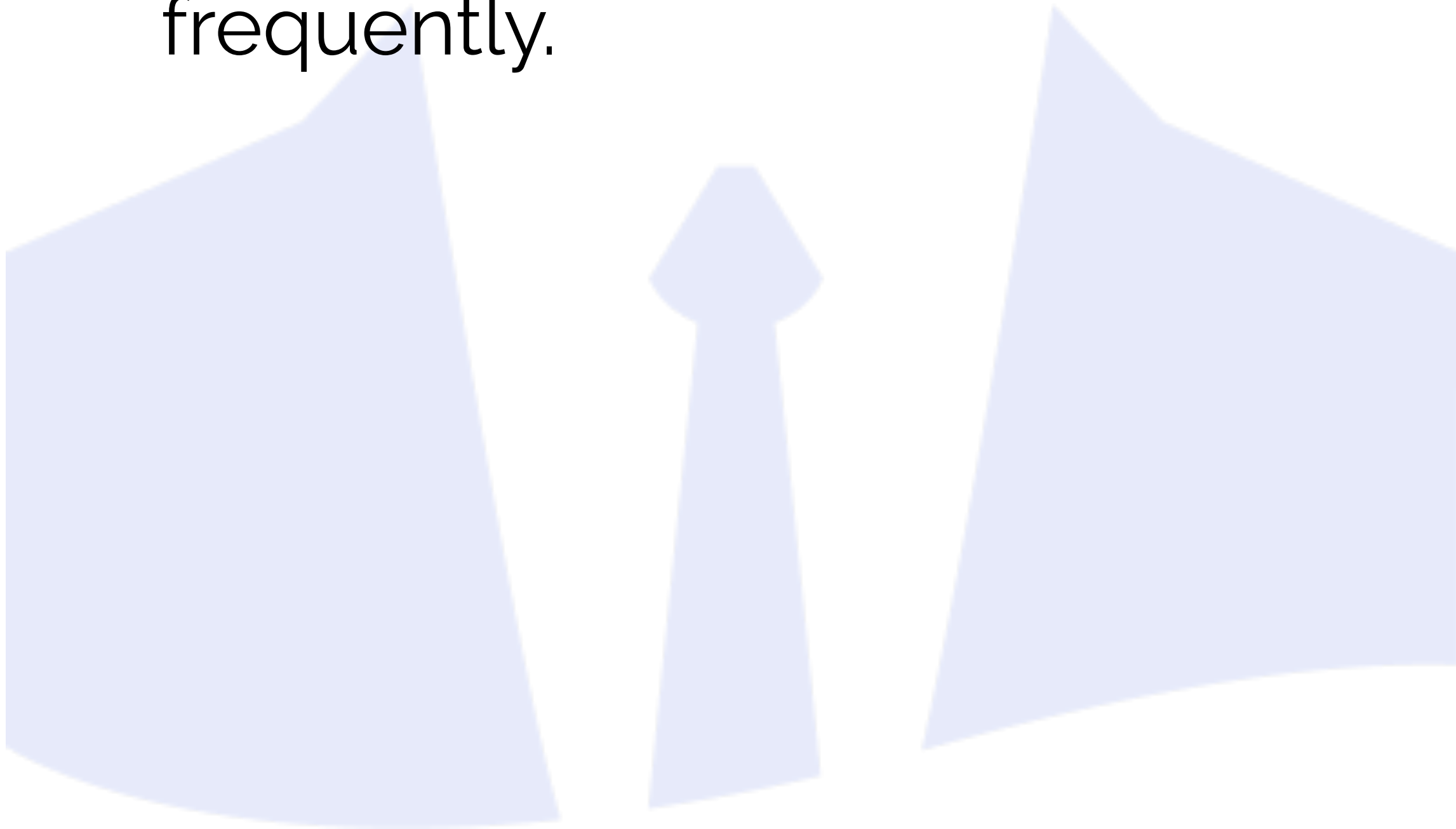
# Organize

Tag and put reminders into categorized content.



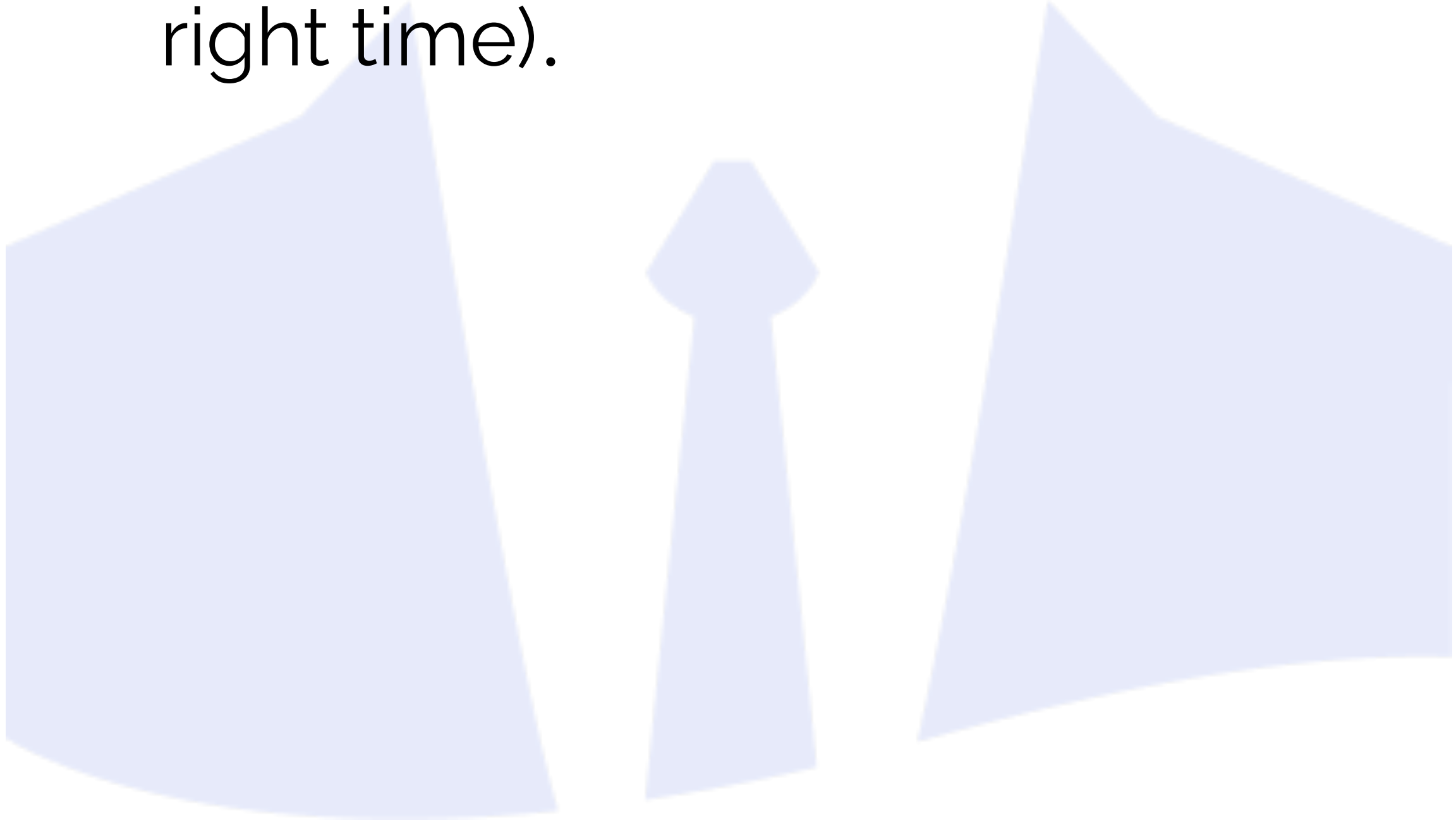
# Reflect

**Review** all content you've collected frequently.



# Engage

Get things **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.



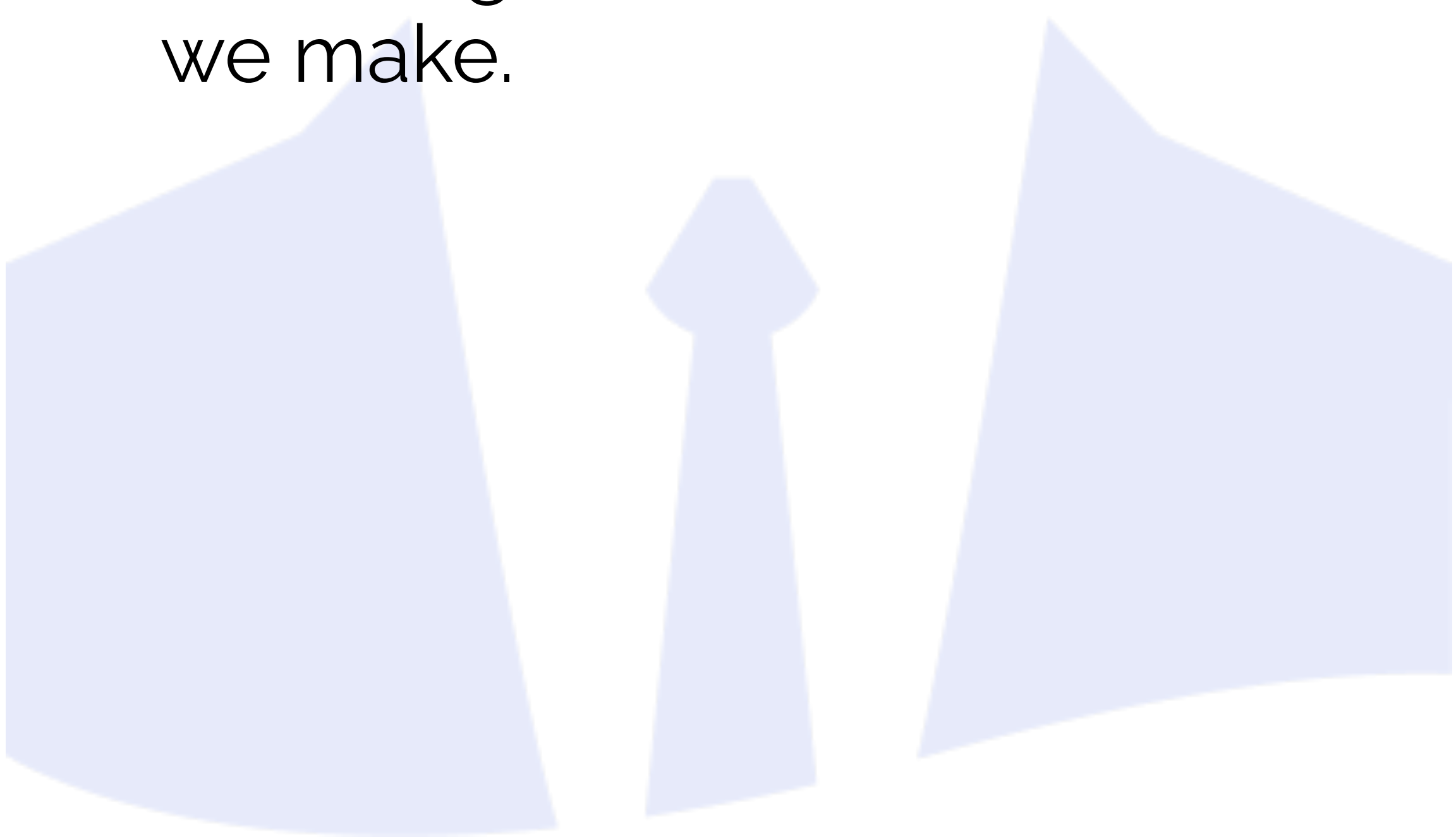
# Level 2: Projects

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



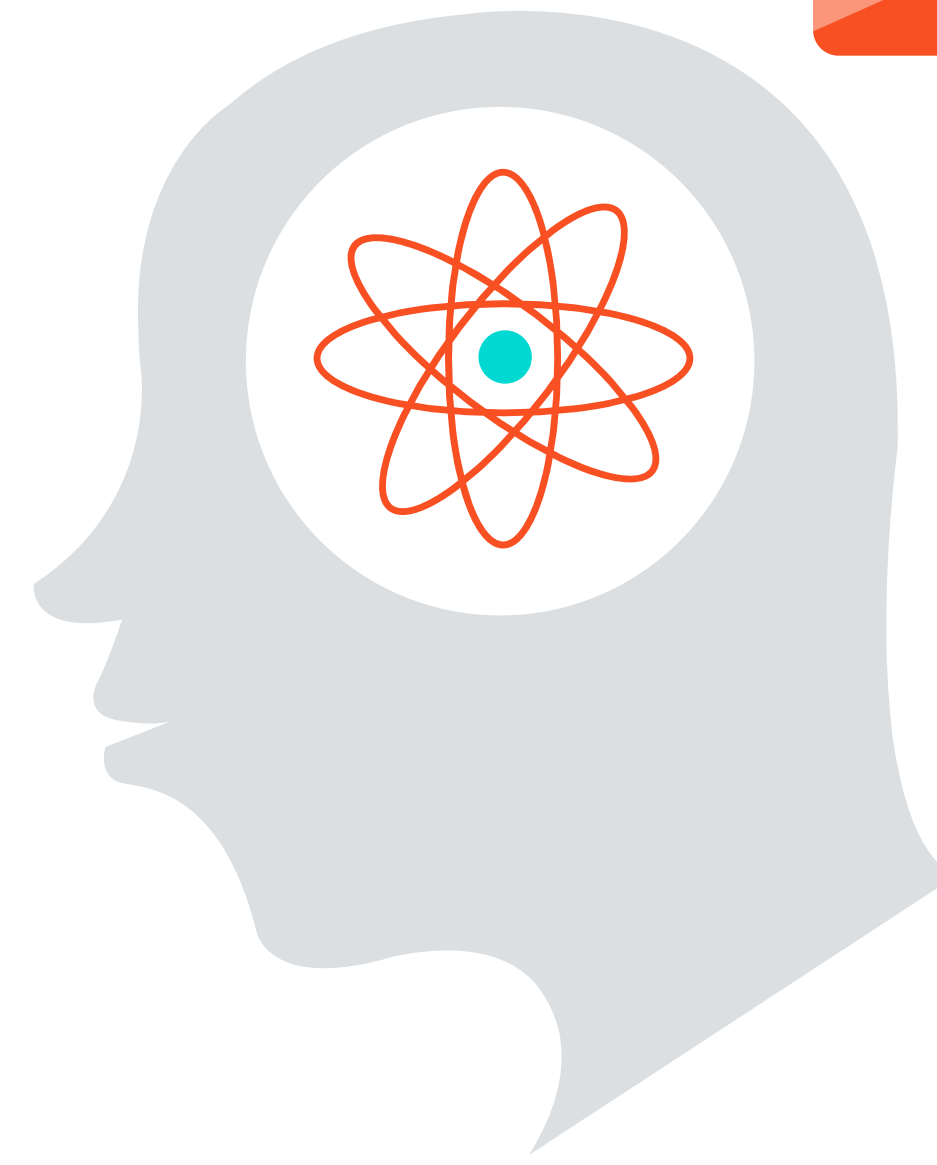
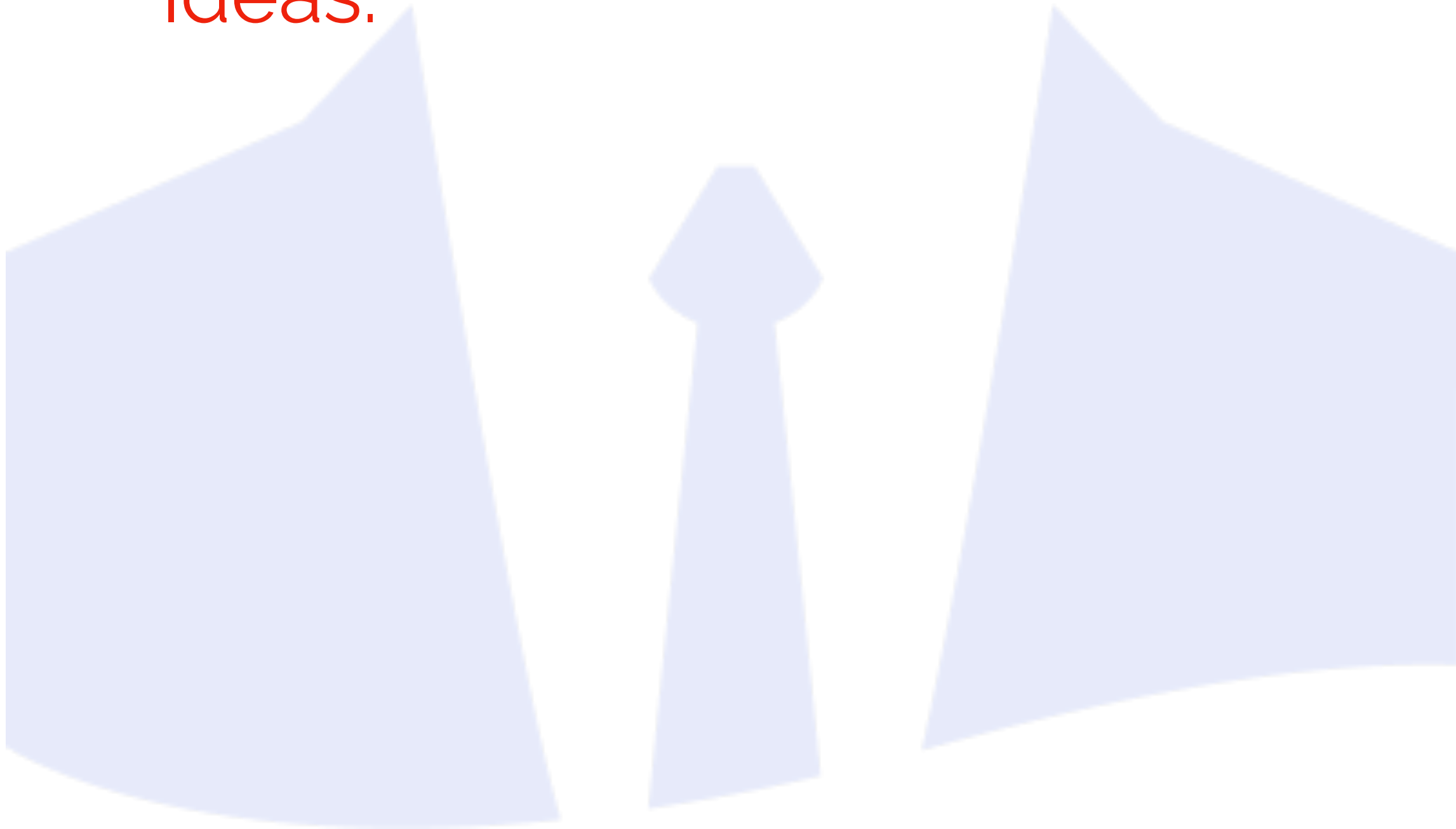
# Level 3: Areas of Focus / Responsibility

The things we do out of **commitments** we make.



# Level 4: Vision

Ideas.



# Level 5: Purpose and Core Values



Dreams and big picture items.

