

TITLE	DESCRIPTION
 <p>Installation Lab</p>	<p>This session is designed for anyone wishing to set up and populate their chosen integrated life management system. This session focuses on how to set up and populate a system in alignment with the Getting Things Done® (GTD®) methodology, which will allow participants to achieve a relaxed, focused control and attain greater levels of personal productivity both at work and at home. Additionally, this session includes ample for dealing with email backlog, driving “in” to zero, questions and answers, and discussion activities.</p> <p>After completing the Fundamentals Installation Lab, participants will be able to:</p> <ul style="list-style-type: none"> • Optimally setup and populate their chosen system • Clarify and organise email • Deal with email backlog • Get email inbox to zero <p>IDEAL TIMING: immediately or as soon as possible after the GTDF DURATION 3.5 - 6 HOURS</p>
 <p>Guided Setup in Microsoft Outlook®</p>	<p>This session is designed for anyone wishing to reinforce or supplement their participation in the Fundamentals seminar as they begin to implement the Getting Things Done® (GTD®) methodology. This session will walk through applying the best practices of GTD to Outlook, making it a trusted part of a system that allows participants to achieve relaxed focused control and attain greater levels of personal productivity both at work and at home.</p> <p>After completing this session participants will be able to optimally use Outlook:</p> <ul style="list-style-type: none"> • Use tasks to categorise and track projects, next actions, waiting fors, and someday/maybe items • Use the calendar to track time-specific actions, day-specific actions, and day-specific information items appropriately • Manage email more efficiently • Create a functioning system for storing reference information <p>IDEAL TIMING: immediately or as soon as possible after the GTDF DURATION 90 MINUTES</p>
 <p>Guided Setup in G Suite</p>	<p>This session is designed to show you how to create a seamless GTD® system using the built-in applications available from Google. If you are new to Google Suite, this webinar should be an excellent starting point for you to build a solid foundation for optimising your productivity. If you have already established your system, use this webinar to fine-tune or simplify your system and discover where you have under used features or overcomplicated your setup.</p> <p>Covering four components of a GTD system and the G Suite set up to enable participants to optimally:</p> <ul style="list-style-type: none"> • Use email in Gmail • Optimise use of Google Calendar • Capture project and next action lists using Google Tasks or Google Drive • Store Reference items using Google Tasks or Google Drive <p>IDEAL TIMING: immediately or as soon as possible after the GTDF DURATION 90 MINUTES</p>

TITLE	DESCRIPTION
 <p>Guided Setup in Evernote®</p>	<p>This session is designed for anyone wishing to configure and use Evernote optimally for tracking projects, next actions, and for storing reference information. This session focuses first on how to structure Evernote and then on how to use the application in alignment with the Getting Things Done® (GTD®) methodology, which will allow participants to achieve a relaxed, focused control and attain greater levels of personal productivity both at work and at home.</p> <p>After completing this session, participants will be able to:</p> <ul style="list-style-type: none"> • Structure and use Evernote to track projects and next actions • Create a functioning system in Evernote for storing reference information • Integrate actionable email <p>IDEAL TIMING: immediately or as soon as possible after the GTDF</p> <p style="text-align: right;">DURATION 90 MINUTES</p>
 <p>Guided Setup in Lotus Notes</p>	<p>This session is designed for anyone wishing to reinforce or supplement their participation in the Fundamentals seminar as they begin to implement the Getting Things Done® (GTD®) methodology. This session will walk through applying the best practices of GTD to Lotus Notes, making it a trusted part of a system that allows participants to achieve relaxed, focused control and attain greater levels of personal productivity both at work and at home.</p> <p>After completing this session, participants will be able to optimally use Lotus Notes:</p> <ul style="list-style-type: none"> • Use To Do's to categorise and track projects, next actions, waiting for, and someday maybe items • Use the calendar to track time-specific actions, day-specific actions, and day-specific information items appropriately • Manage email more efficiently • Create a functioning system for storing reference information <p>IDEAL TIMING: immediately or as soon as possible after the GTDF</p> <p style="text-align: right;">DURATION 90 MINUTES</p>
 <p>Guided Setup in OmniFocus</p>	<p>This session is designed for anyone wishing to configure and use OmniFocus optimally for tracking projects, next actions, and for storing reference information. This session focuses first on how to structure OmniFocus and then on how to use the application in alignment with the Getting Things Done® (GTD®) methodology, which will allow participants to achieve a relaxed, focused control and attain greater levels of personal productivity both at work and at home.</p> <p>After completing this session, participants will be able to:</p> <ul style="list-style-type: none"> • Structure and use OmniFocus to track projects and next actions (contexts) • Create a functioning system in OmniFocus for storing reference information • Integrate actionable email <p>IDEAL TIMING: immediately or as soon as possible after the GTDF</p> <p style="text-align: right;">DURATION 90 MINUTES</p>

TITLE	DESCRIPTION
 <p>Guided Mind Sweep®</p>	<p>This session is designed for anyone wishing to reinforce or supplement their participation in the Fundamentals seminar as they begin to implement the Getting Things Done® (GTD®) methodology. This session will walk through a Mind Sweep activity, allowing participants to experience the entire process and begin making it a trusted part of a system that allows them to achieve relaxed, focused control and attain greater levels of personal productivity both at work and at home.</p> <p>After completing this session, participants will be able to use the Mind Sweep activity to:</p> <ul style="list-style-type: none"> • Identify what has their attention personally and professionally • Process and organise decisions into their trusted system • Can be repeated as needed to build the habit of the Mind Sweep <p>IDEAL TIMING: two to four weeks after the seminar DURATION 60 MINUTES</p>
 <p>Guided Weekly Review®</p>	<p>This session is designed for anyone wishing to reinforce or supplement their participation in the Fundamentals seminar as they begin to implement the Getting Things Done® (GTD®) methodology. This session will walk through each step of the Weekly Review. Participants will experience the entire process and begin making it a trusted part of their system. The Weekly Review allows them to achieve relaxed, focused control and to attain greater levels of personal productivity both at work and at home.</p> <p>After completing this session, participants will be able to use the GTD Weekly Review model to:</p> <ul style="list-style-type: none"> • Get clear by processing all their “stuff” • Get current by reviewing their system and updating their lists • Get creative by following their intuitive thinking • Can be repeated as needed to help integrate the Weekly Review as a habit <p>IDEAL TIMING: one to four weeks after the seminar DURATION 90 MINUTES</p>
 <p>Calendar Management</p>	<p>This session is designed for anyone wishing to reinforce or supplement their participation in the Fundamentals seminar. This session reinforces how to best use the calendar, making it a trusted part of a system that allows participants to achieve relaxed, focused control and attain greater levels of personal productivity both at work and at home.</p> <p>After completing this session, participants will be able to:</p> <ul style="list-style-type: none"> • Use their calendar optimally • Distinguish between what should and should not go on the calendar • Explain how their calendar interfaces with the three-fold nature of work and the Weekly Review <p>IDEAL TIMING: three to four weeks after the seminar DURATION 60 MINUTES</p>

TITLE	DESCRIPTION
 <p>Email Management</p>	<p>This session is designed for anyone wishing to reinforce or supplement their participation in the Fundamentals seminar as they begin to implement the Getting Things Done® (GTD®) methodology. This session reinforces how to best use email, making it a trusted part of a system that allows participants to achieve relaxed, focused control and attain greater levels of personal productivity both at work and at home.</p> <p>After completing this session participants will be able to:</p> <ul style="list-style-type: none"> • Structure email to maximise its use as an efficient communication, reference, and action management tool • Learn how to deal with backlog email • Process and organise email <p>IDEAL TIMING: one month after the seminar</p> <p style="text-align: right;">DURATION 90 MINUTES</p>