

Managing Workflow, Projects & Priorities

Overview

The two-day Getting Things Done - Managing Workflow, Projects & Priorities (GTD) seminar delivers the core self-management methodology to handle today's intensity and volume of communication, workflow, and responsibility. It introduces a revolutionary, intuitive approach to maintaining a clear-headed executive focus in a world of ambiguity and overwhelming commitments. The seminar principles have transformed organizational cultures and many lives.

Immediately practical, it organizes all pending activities within a seamless system ensuring control and successful completion. It offers highly effective techniques for dealing with paperwork, email, commitments, and internal thinking, while enhancing creativity and flexibility. Participants invariably experience a new sense of relaxed control and greater ability to focus and follow through toward meaningful objectives.

The GTD seminar is often utilized by companies as a key strategic educational component for organizational change. It provides a common language and effective standards for productive teamwork and output. Also, the principles and techniques remain valuable for the rest of the participants' personal and professional lives.

For more information

Next Action Associates
info@next-action.eu
805-646-8432
+44 (0)20 7233 6794
www.next-action.eu

Course Outline

Mastering Workflow (day 1)

1. Introduction
Transmuting "Stuff" to Outcomes and Actions
2. Collecting
The "Mind Sweep"
Using Collection Tools
3. Processing
The Fundamental Process
Outcomes and Actions
4. Organizing
Using Personal Management Tools
Fundamental and Expanded Systems
Total Workflow Integration
5. Reviewing
The Critical Success Factor
6. Doing
Eliminating Procrastination
Criteria for Choosing Action

Managing Project Focus (day 2)

1. The Power of Outcome Focus
How We Filter Information
Solution vs. Limiting Focus
2. Capturing Creative Thinking
Brainstorming Tools
The Use of Creative Analysis
Open vs. Critical Styles
3. The Natural Planning Model
The Five Phases of How Our Minds Plan
Natural Planning vs Normal Planning
How to Think About (and Un-Stick) Projects
Projects and Personal Systems