

HOW COLLABORATION SOFTWARE INTERACTS WITH GTD®

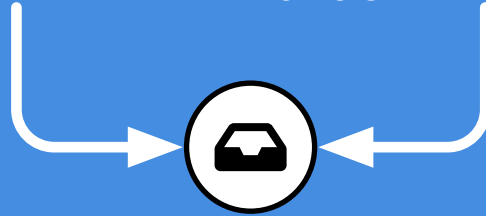
Is the system ideally suited to keeping your **lists** and/or **calendar** entries?



TRUSTED SYSTEM

Do people post information that is potentially **actionable** for you, which does not exist elsewhere?

Do you engage in meetings or conversations that can result in **next actions** or **projects** for you or others?



INBOX

Do one or more teams to which you belong contribute shared information related to specific **projects**?



PROJECT SUPPORT

Does the system contain information useful for completing one or more next actions you have on your **next action lists**?



ACTION SUPPORT

Do you make structured **requests** to others through this system (e.g. like a ticket tracker)?



WAITING-FOR SUPPORT

Does the system contain information relevant to your **time-specific activities**?



CALENDAR

Do you hold regular meetings for which you would like to keep an ad-hoc **agenda of topics** to raise?



AGENDAS

Do one or more teams to which you belong contribute shared **general information** that is useful from time-to-time?



REFERENCE