

# GTD® CORE™

## Skills

## Tips

### Capture

**SKILL 1** Capture EVERYTHING—in and out.

Always carry at least one capture tool with you.

**SKILL 2** Direct all your inputs to a few chosen capture tools.

### Clarify

**SKILL 1** Decide what your stuff means to you.

Four questions:

- Is it actionable?
- What's the next action?
- Who should do it?
- Two minutes or less?

**SKILL 2** Identify next actions.

### Organize

**SKILL 1** Calendar only the firm and fixed.

Remember: Calendar is fixed and certain (no to-dos).

**SKILL 2** Group actions by context not topic.

Key lists: Next Actions, Projects, Waiting For

**SKILL 3** Track your projects to guide your next actions.

Contextual lists: Errands, @Home, Calls, @Work Computer

### Reflect & Engage

**SKILL** Pause to reflect before you engage.

At the start of the day, check your calendar first then your Next Actions lists.

### Renew through Review

**SKILL 1** Renew your CORE™ through a Weekly Review.

Each week, review your projects and rebalance work.

**SKILL 2** Use GTD® to align your actions with your values.

Don't "engage" (i.e., do work) during your Weekly Review.

# Clarify Decision Model

“stuff”



1

Is there an action that needs to be taken?

▶ NO



▼  
yes

2

What is the next action?



3

Am I the right person to do this?

▶ NO

Delegate



▼  
yes

4

Can I do it in 2 minutes or less?

▶ NO

Do Soon  
Add to Lists  
or Calendar



▼  
yes

Do Now



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