

Productive Thoughts

from **David Allen**

Capture

"UNTIL YOU'VE CAPTURED EVERYTHING THAT HAS YOUR ATTENTION, SOME PART OF YOU WILL STILL NOT TOTALLY TRUST THAT YOU'RE WORKING WITH THE WHOLE PICTURE OF YOUR WORLD."

Clarify

"IF YOU DON'T PAY APPROPRIATE ATTENTION TO WHAT HAS YOUR ATTENTION, IT WILL TAKE MORE OF YOUR ATTENTION THAN IT DESERVES."

Organize

"...YOUR MIND CAN'T LET GO UNTIL AND UNLESS YOU PARK A REMINDER IN A PLACE IT KNOWS YOU WILL, WITHOUT FAIL, LOOK."

Reflect & Engage

"EVERY DECISION TO ACT IS AN INTUITIVE ONE. THE CHALLENGE IS TO MIGRATE FROM HOPING IT'S THE RIGHT CHOICE TO TRUSTING IT'S THE RIGHT CHOICE."

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GTD® CCORE™ Tips

Capture

Always carry at least one capture tool with you

Clarify

Four questions:

- Is there an action?
- What's the next action?
- Who should do it?
- 2 minutes or less?

Organize

Remember:

- Calendar is fixed and certain (no to-dos)
- Key lists: next actions, projects, waiting for

Reflect & Engage

At the start of the day, check your calendar first then your next actions list

RENEW THROUGH REVIEW

Each week, review your projects and rebalance work

Don't "engage" (i.e., do work) during your weekly review