



**ACCELERATE**

The Center for Growth & Success

POWERED BY FCCS



## GETTING THINGS DONE®

TOOLS FOR INCREASING PRODUCTIVITY AND REDUCING STRESS

### WHY

Do you find yourself constantly busy but rarely productive? Are you or others in your organization struggling to deliver on commitments and often stressed out? Do your employees find themselves buried in meetings and email then find themselves at the end of the day wondering if they accomplished anything at all?

**Getting Things Done® (GTD®) Training** is for you. GTD® is a personal productivity methodology that redefines how you approach work and life. It helps you manage your workflow, so you get more of the RIGHT things done...with a lot less stress. Participants learn skills to increase focus on the most meaningful work, organize information, prioritize commitments, create mental space and achieve stress-free productivity. GTD® Training is based on the work of David Allen—inventor of the GTD® methodology and the widely recognized leading expert on personal and organizational productivity.

This training teaches simple skills for creating low stress, high-productivity work and life habits. Some of the program benefits include:

- + Real application – you'll build your tools and process along with the course. You're learning AND doing.
- + Blended learning – a combination of eLearning (self-paced) and instructor-led virtual sessions.
- + Post training resources.

Applied consistently, the GTD® skills help people increase productivity and decrease stress.

### WHO

For team members and leaders at all levels who want to focus more on their meaningful work, organize their information, and reduce their stress.

### HOW

Our **Getting Things Done® (GTD®) Program** is designed to reach the modern learner with bite-sized learning modules, social learning and ease of access.

Each session is a combination of a live instructor-led virtual session and an eLearning (self-paced) module. Participants will attend the instructor-led portion (45-60 minutes), and then complete the online OnDemand portion any time before the next session.



**ACCELERATE**

The Center for Growth & Success

POWERED BY FCCS

## AGENDA

### **Session 1: Instruction and Capture**

- + Learn how the methodology can help you reduce stress and increase productivity at work and at home
- + Develop a better alternative to keeping tasks, to-dos, and essential information in your head
- + Systematically collect and direct all of the inputs that eat at your attention

### **Session 2: Clarify**

- + Learn how to decide what each input in your life means to you
- + Practice identifying the very next action that moves a task towards closure
- + Develop a personalized approach to processing inputs, which helps you avoid fatigue and backlog

### **Session 3: Organize**

- + Begin using your calendar more effectively
- + Learn the efficiency hack of sorting next actions by context rather than topic
- + Create and track a simple, personalized inventory of your projects
- + Kick-start your trusted system, including a list-management tool

### **Session 4: Review & Engage**

- + Scan your calendar and lists at only the right times
- + Allow your trusted system to guide your actions
- + Keep your system current through a Weekly Review
- + Make key connections between short-term tasks and longer-term goals

## Participant Materials

- Downloadable GTD Reference Guide and ongoing access to post-training tools
- Digital download of David Allen's New York Times bestselling book, *Getting Things Done: The Art of Stress-Free Productivity*

## Contact Us

Let's talk about bringing Getting Things Done® to your organization. Please send an email to [info@fccsconsulting.com](mailto:info@fccsconsulting.com).

Visit our website at [fccsconsulting.com/leadership-development](http://fccsconsulting.com/leadership-development) for a complete listing of the programs we offer.