Getting Things Done for Leaders

No-bullshit practical workshop

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Icebreaker: "Memory Dump"

- Take a blank sheet of paper.

- Write down every task on your mind.

- Add long-term tasks (few months to 1-3 years).

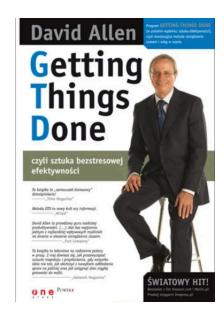- Add lifetime goals - things you want to achieve before you die.

Icebreaker: Reflection

- What do you focus on daily?

- What's truly important?

- How do you feel after doing it?

Who am I to teach you?

- I have used GTD for around 20 years.

- I started during my studies.

- It helped me become better at work, as a partner and a parent.

- I never stopped.

Why GTD?

- Reduces stress by getting things out of your head.

- Increases focus.

- Creates space for what matters.

GTD Core steps

1. **Collect** - Capture everything

2. **Clarify** - Is it actionable?

3. **Organize** - Where does it go?

4. **Reflect** - Review regularly

5. **Engage** - Do the work

Collect

This first and most important step: **capture everything** that has your attention (tasks, ideas, commitments).

- Everything in one place.

- No filtering or judgement yet, just gather.

- Treat it a bit like an email inbox.

- Allow others to inject items, e.g.:
    - *"Could you send me an email so I won't forget it?"*

Clarify

Decide on next action for each item.

- Process each item: Is it actionable?
  - If yes: What's the next action?
  - If no: Trash, incubate (Someday/Maybe), or Reference.
- Two-minute rule: If it takes less than 2 min, do it now.

The Eisenhower Decision Matrix

	Urgent	Not Urgent
Important	**Do** Fixing a critical bug in your software before a presentation.	**Decide** Planning your marketing strategy for the next quarter.
Not Important	**Delegate** Forwarding a request that doesn't fall within your expertise.	**Delete** Unsubscribing from irrelevant emails.

Organize

Sort actionable items into appropriate lists:

- Next action.

- Projects (if more than one step).

- Waiting for

- Calendar (time specific, repeatable).

- Reference (non-actionable info)

- Someday/Maybe (for the future).

Reflect

Regularly review your lists and projects to keep your system up to date, and your mind clear.

Daily & Weekly Routines

- Morning: review, plan, prioritize.

- Weekly: cleanup, reflect, re-prioritize.

- Monthly: review and adjust long-term priorities.

Engage

Use your organized lists to choose what to work on, based on context, time, energy, and priority.

GTD basics

Done!

Are you curious on practical aspects?

Tools & Systems

- Apps: Google Tasks, Google Keep, Microsoft To Do, Apple Reminders, Trello, Remember the Milk, Todoist and more.

- Paper or hybrid systems.

- Choose what works for you and iterate.

How many statuses do you need?

Start with:

1. **To Do** - default, things to do.
2. **Waiting For** - items assigned to others.
3. **Done**

Later you can add:

- *Some Day*, *Goals*, *Ideas*, *Learn*, etc.

Leadership Tips

- Delegate effectively.

- Share calendars.

- Teach others your system.

- Model good habits and encourage team reviews.

Pitfalls & Solutions

- Over-complicating your system.

- Not reviewing regularly.

- Letting inboxes to pile up.

- Forgetting to clarify next actions.

- Mixing personal & corporate tasks: be mindful of policies.

Thank You!