A personal note from Douglas Johnston, creator of the D*I*Y Planner:

*Getting Things Done* (a.k.a., GTD) is a fabulous book by David Allen that has provided both methodology and motivation to millions of people (including myself), enabling them to lead more productive lives. As I consider this book to be the chief inspiration behind the D*I*Y Planner project, it is only right that we offer some quick reference charts for the purposes of reminder and meditation. I believe that these offer little benefit to anyone who has not read the book; if this includes you, and you find use in the D*I*Y Planner kits, I heartily recommend running to your local bookstore to purchase it. It may change your life.

A disclaimer: all ideas here are David Allen’s, not mine. Thus, they are subject to being withdrawn without notice whenever Mr. Allen asks. Two diagrams are freely downloadable at the DavidCo website: the original GTD diagram from the book; and the advanced workflow diagram designed by Scott Moehring. These are simply scaled and adjusted slightly to fit the pages of your planner. The colour diagram on pages 3-4 was created by me to include a few more concepts from the book (such as the weekly review), and in a format more suitable to the D*I*Y Planner kits.

The most recent version of this package, along with the rest of the printable template kits, can always be found at:

http://www.diyplanner.com/templates/official/classic

The DIYPlanner.com site also contains handbooks, how-to guides, documents and numerous articles that can help you make the most of your planner.

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Getting Things Done

Projects
Commitments
Communications
Reports / Writings
Meetings
Reviewing
Financials
Administration
Clients
Marketing
Systems / Supplies
Delegation
Errands
Pers./Prof. Development
Home/Office Maintenance
Community / Civic Issues

Weekly Review:
Loose papers
Process your notes
Previous calendar data
Upcoming calendar
Empty your head
Project / outcome lists
Next Actions lists
Waiting For lists
Relevant checklists
Someday/Maybe lists
Pending and support files
Be creative & courageous

IN BOX

“STUFF”

What Is It?

Is It Actionable?

PROJECTS

Yes (multi-step)
Review for Actions

NO

File

References

Eliminate

TRASH

SOMEDAY/MAYBE

Delegate

Next Actions lists

Waiting For Lists

Delegating

FOR ME:

ASAP

Specific Date or Time

Waiting For Lists

Next Actions Lists/Folders/Trays

Datebook / PDA

Calendar

Getting Things Done

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This diagram created by Douglas Johnston for the DIY Planner project: www.DIYPlanner.com
**Getting Things Done**

**Quick Reference**

- **Projects**
- **Commitments**
- **Communications**
- **Reports / Writings**
- **Meetings**
- **Reviewing**
- **Financials**
- **Administration**
- **Clients**
- **Marketing**
- **Systems / Supplies**
- **Delegation**
- **Errands**
- **Pers./Prof. Development**
- **Home/Office Maintenance**
- **Community / Civic Issues**

**Weekly Review:**
- Loose papers
- Process your notes
- Previous calendar data
- Upcoming calendar
- Empty your head
- Project / outcome lists
- Next Actions lists
- Waiting For lists
- Relevant checklists
- Someday/Maybe lists
- Pending and support files
- Be creative & courageous

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**“STUFF”**

**IN BOX**

**What Is It?**

- Eliminate
- **TRASH**

- Incubate
- **SOMEDAY/MAYBE**

- File
- **REFERENCE**

**Is It Actionable?**

- Review for Actions

- **YES**

- Delegate

- **PLANNING**

- **NO**

**What’s the Next Action?**

- Less than 2 minutes

- **DO IT**

- **FOR ME:**

- ASAP

- Specific Date or Time

- **CALENDAR**

- **Next Actions Lists/Folders/Trays**

- **Waiting For Lists**

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Getting Things Done
by David Allen

- Stuff
  - "IN"
  - What is it?
  - Is it actionable?
    - NO
      - Trash
      - Possible later actions
        - Someday Maybe lists/folders
      - Reference
        - Paper & digital lists/folders
    - YES
      - What's the Next Action?
        - Do it
          - If less than 2 minutes
        - Delegate it
        - Defer it
          - For me to do, specific to a day or time
          - For me to do, as soon as I can
            - in communication system, and track it on
        - Waiting For
          - Lists/folders
        - Next Action
          - Action reminder lists/folders/trays

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COLLECT
everything, outside your head

MOVIE CLOSER
PUT ALL "IN"

PROCESS
in-to-empty early, quickly & regularly

300 – 400
times a day

.10 – .40
seconds each
(GET FASTER)

What is it? Is it actionable?

NO

YES

1. What is the successful Outcome?
What will have happened when this can be checked off?
Describe it in past tense. Is this one step? It’s a Project!

2. What is the Next Action?
If this was the only thing you had to get done, what is the very next physical thing you would have to do?

Do
Less-than two minute
Next Action? Do it now!

OR
Delegate

Do

OR
Defer

DESK
the results of your thinking

FILL DAILY
REFERENCE
OUT OF SIGHT

MAIL TO SELF

Support materials

computer
hard
drive

5
travel
folders

REVIEW
as often as needed to keep your head empty

Daily

Weekly

Occasionally

Review

LOOSE
"STUFF"
& MEETING
NOTES

DO
in the moment, guided by intuition, supported by the four previous phases, influenced by reality of current situation

First, by
CONTEXT
Then, by
TIME AVAILABLE
Then, by
ENERGY AVAILABLE
Finally, by
PRIORITY

three options at any moment

OR
PREDEFINED WORK (takes discipline)
DEFINING (know ALL your work)
AS IT SHOWS UP (can lead to the urgent trap)

OR

50,000+ feet
(life)
40,000 feet
(3-5 year visions)
30,000 feet
(1-2 year goals)
20,000 feet
(areas of responsibility)
10,000 feet
(current projects)
RUNWAY
(current actions)

FEELING TOO MUCH STRESS?
Which one of these will help you get more clear and complete?

Always have a
collection tool
close by

Only use your inboxes
as your inboxes;
don’t use your entire
office, house,
briefcase or car

Decide Outcomes &
Next Actions as soon as
things show up

Do most 2 min.
actions immediately
if you plan to ever do
them at all

End meetings by
clarifying outcomes,
deciding Next Actions,
and who’s responsible

Don’t allow slips of
paper & meeting notes
to sit unprocessed

Use your
calendar only for things
that absolutely have
to get done that day

List actual Very Next
Actions, not vague,
undoable “stuff” or
Projects in disguise

Put ALL your
multi-step open loops
on your Projects list

Use and trust your lists
to remind you, not
your Project support
materials

Do your
weekly review …
weekly

Review your
higher altitudes
for Outcomes and
Next Actions

Getting Things Done advanced workflow diagram created by Scott Moehring, based on Getting Things Done by David Allen, www.davidco.com rev 2/27/04