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 Thus, they are subject to being withdrawn without notice whenever Mr.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

**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

**Projects**
- Commitments
- Communications
- Reports / Writings
- Meetings
- Reviewing
- Financials
- Administration
- Clients
- Marketing
- Systems / Supplies
- Delegation
- Errands
- Pers./Prof. Development

**Home/Office Maintenance**
- Community / Civic Issues

**IN BOX**

**“STUFF”**

**What is it?**

- Eliminate
- Incubate

**SOMEDAY/MAYBE**

- File

**DO IT**

**PLANNING**

- Review for Actions
- Delegate

**FOR ME:**
- Specific Date or Time
- ASAP

**Datebook / PDA**

**Next Actions Lists/Folders/Trays**

**Waiting For Lists**

**CALENDAR**

**REFERENCE**

Based upon the book *Getting Things Done* by David Allen (All Rights Reserved by David Allen)

This diagram created by Douglas Johnston for the D4!Y Planner project: www.D4YPlanner.com
Getting Things Done
by David Allen

Stuff
- "IN"
  - What is It?
    - Is it actionable?
      - No
        - Eliminate
        - Someday/Maybe
        - Lists/Folders
      - Yes
        - What's the Next Action?
          - Do it
          - Delegate it
          - Defer it
          - Waiting For
          - Action reminder
            - Lists/Folders
          - Calendar
          - Next Action

Trash
- Eliminate
- Someday/Maybe
- Lists/Folders

Projects
- Planning
- Projects plan
- Review for Actions

Paper & digital
- Lists/Folders

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