



D*I*Y Planner v3.0 *Getting Things Done* Reference Package (A5)

*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 Thus, they are subject to being withdrawn without notice whenever Mr.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 digram](#) 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>

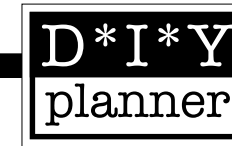
The [DIYPlanner.com](#) site also contains handbooks, how-to guides, documents and numerous articles that can help you make the most of your planner.

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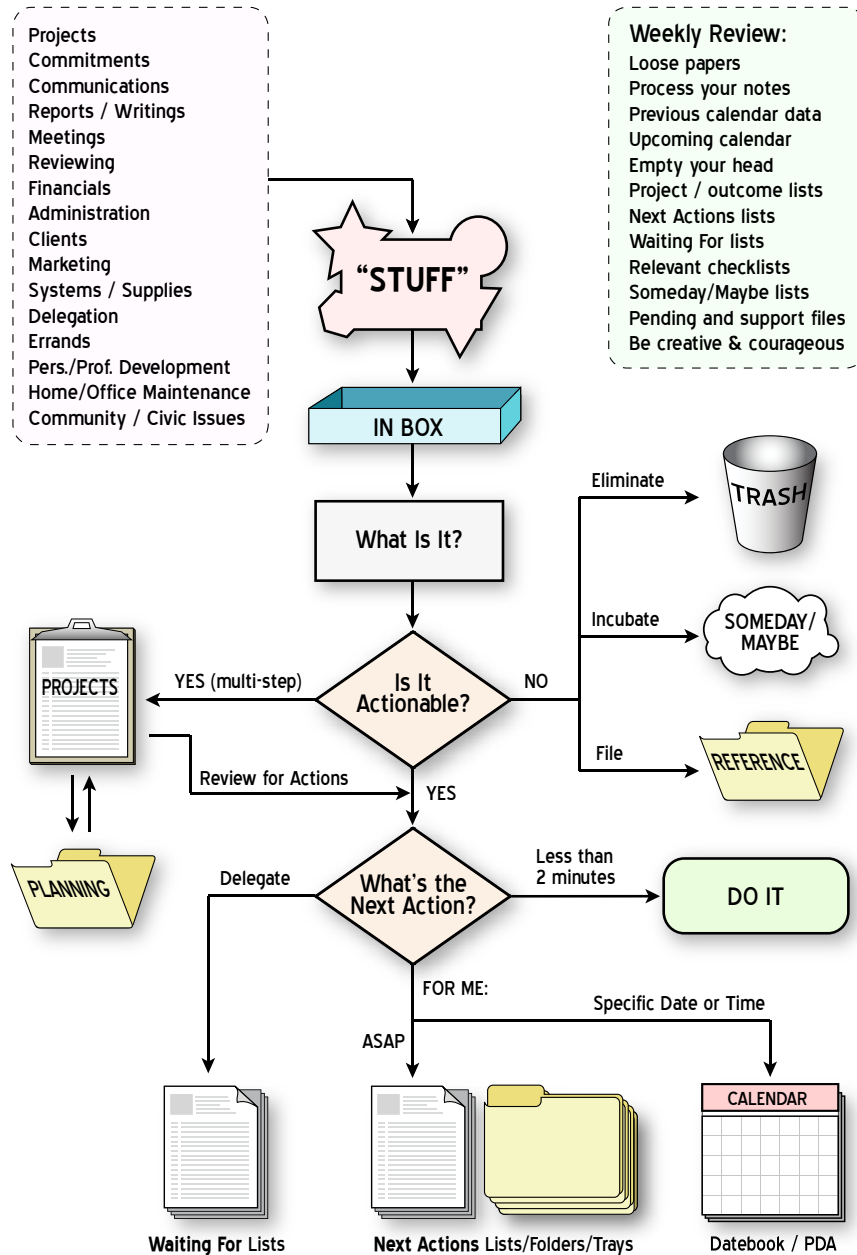
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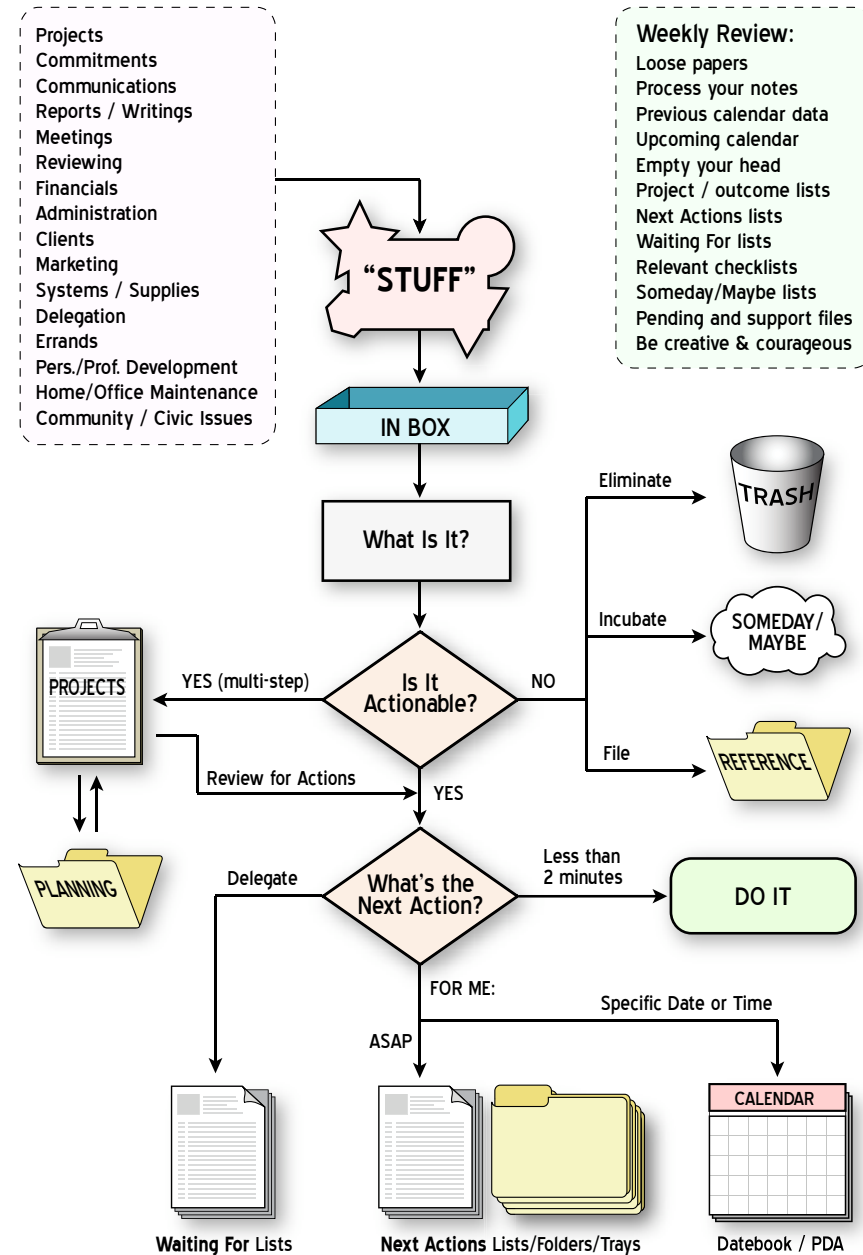
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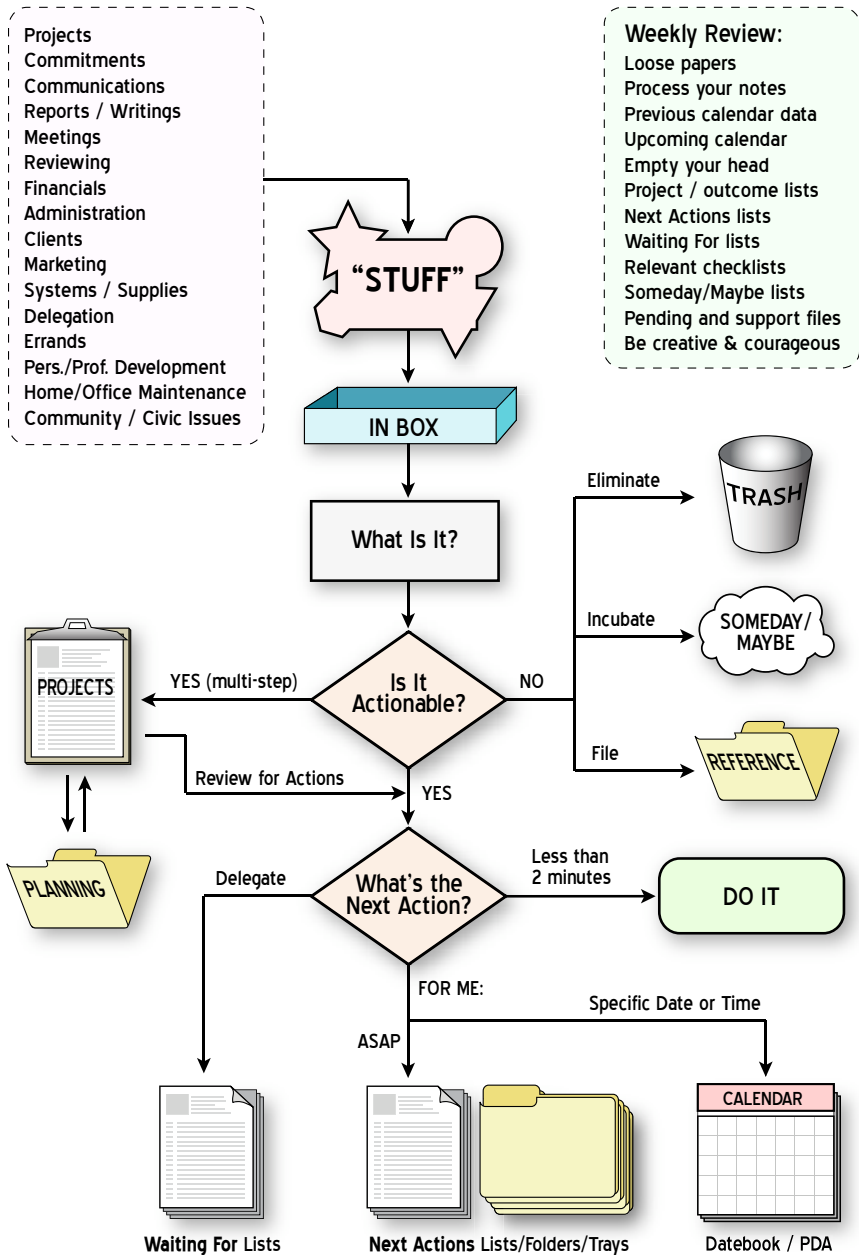
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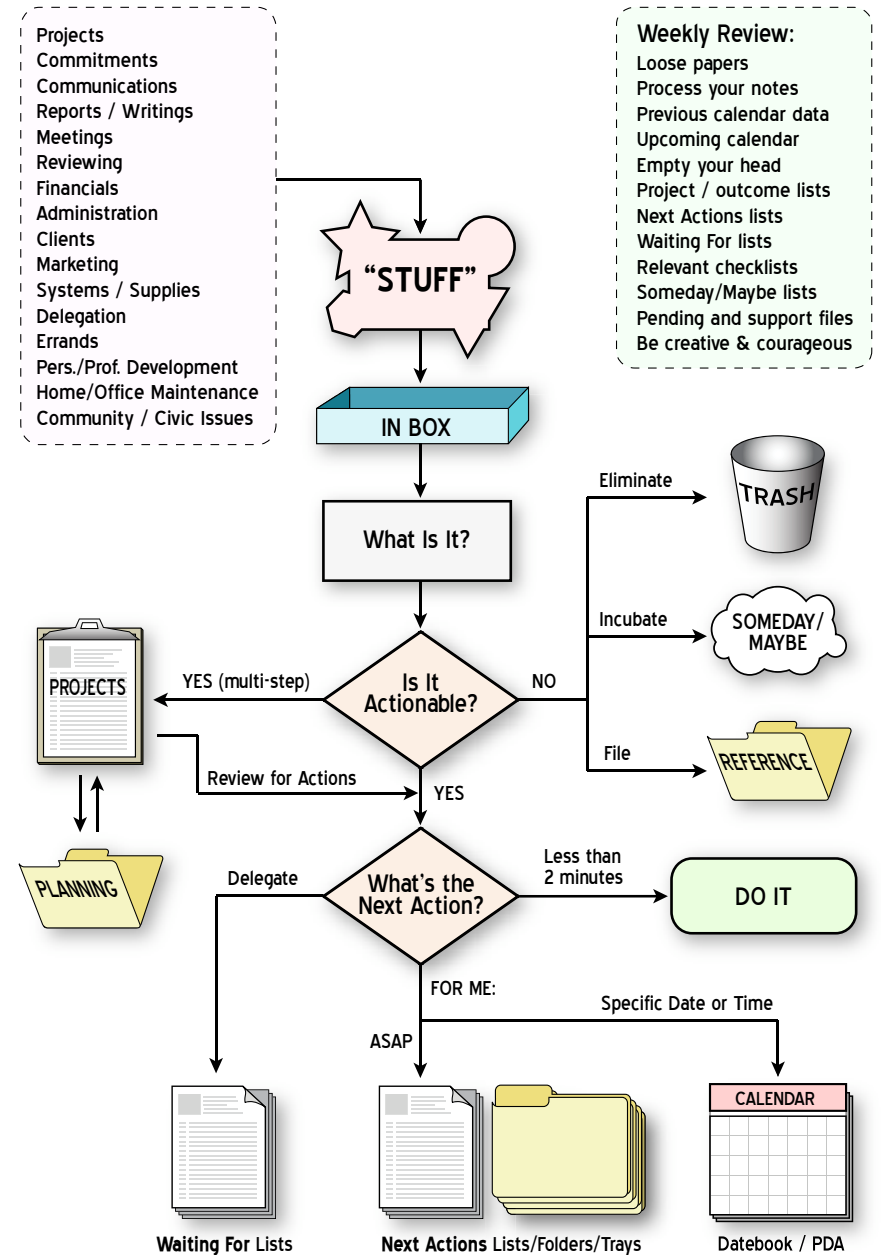
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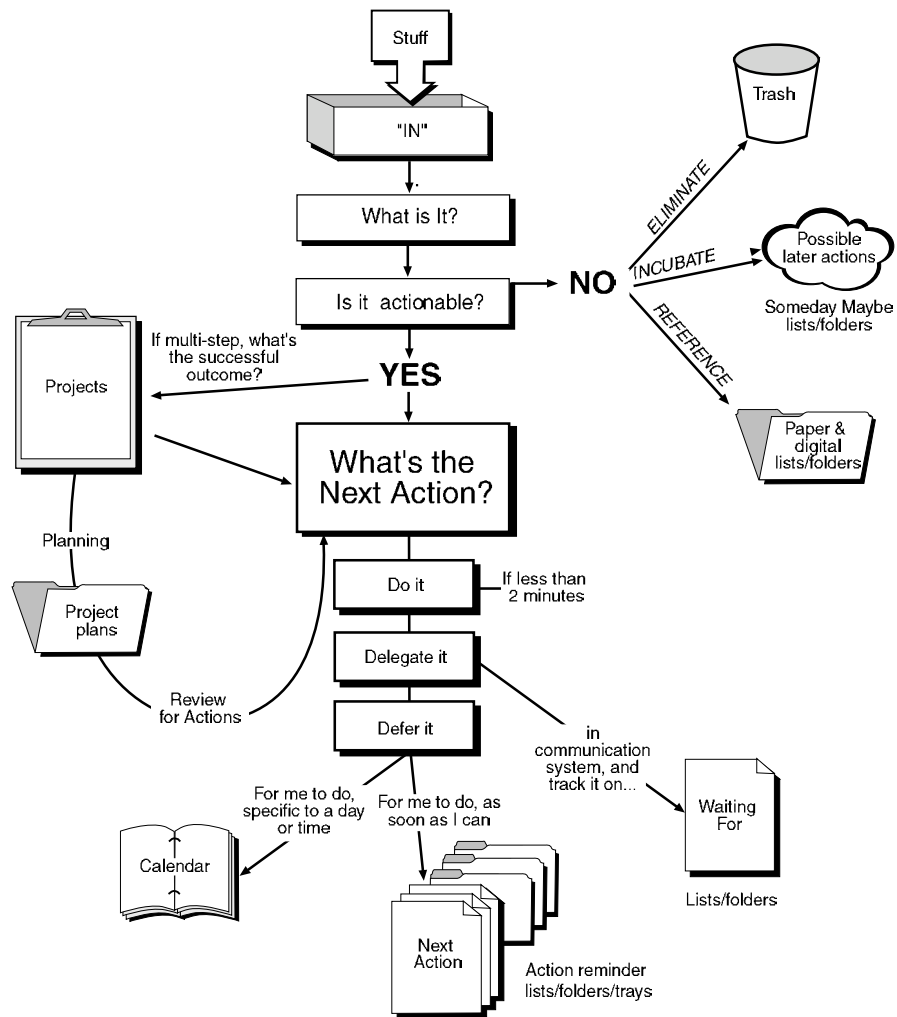
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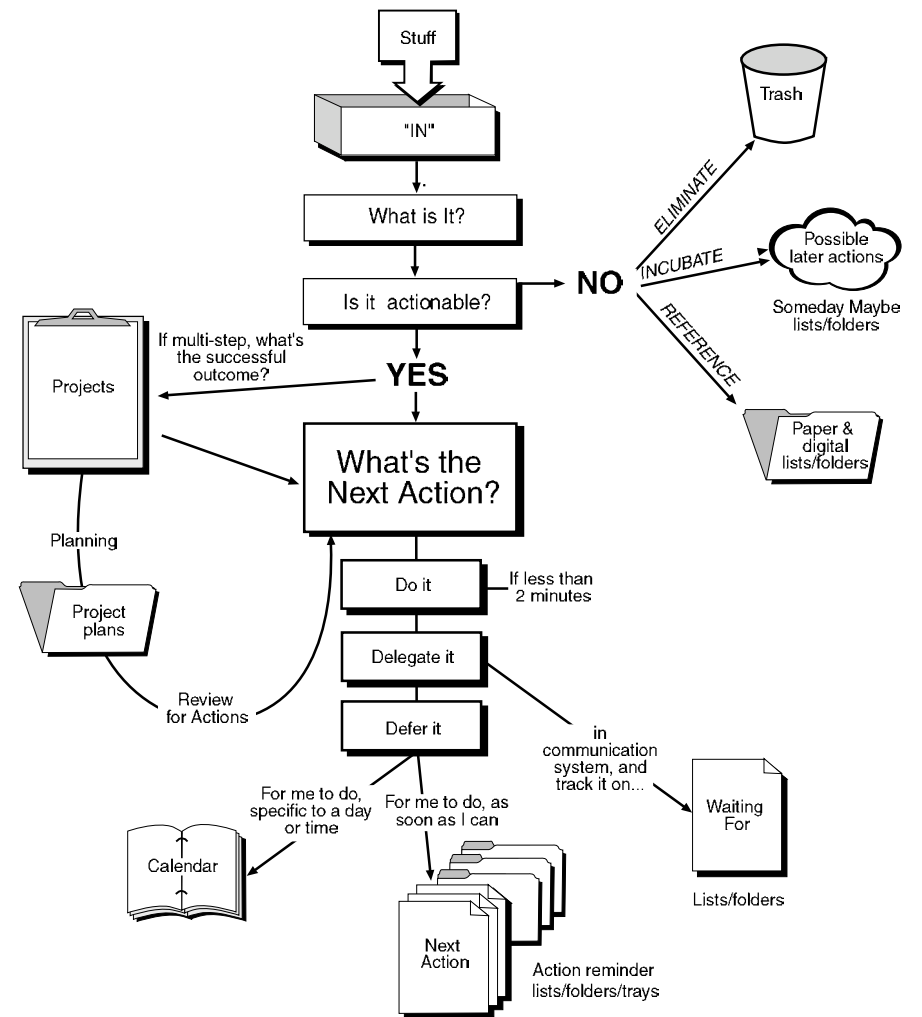
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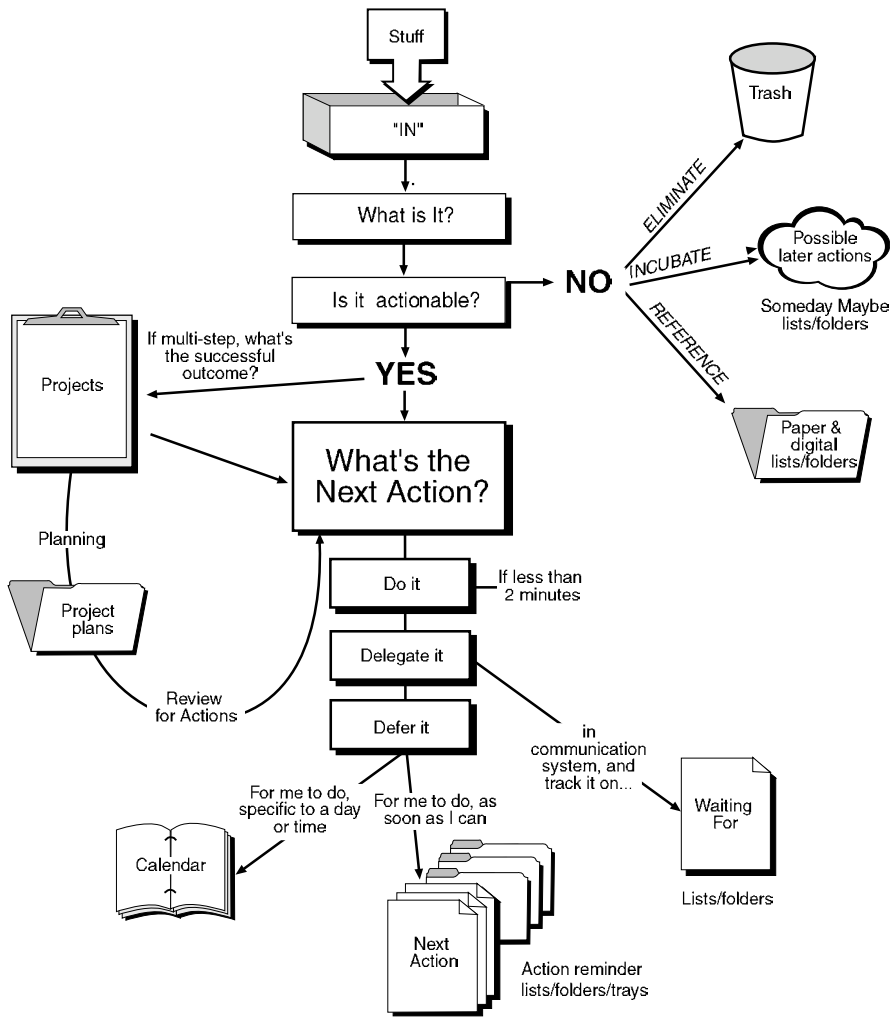
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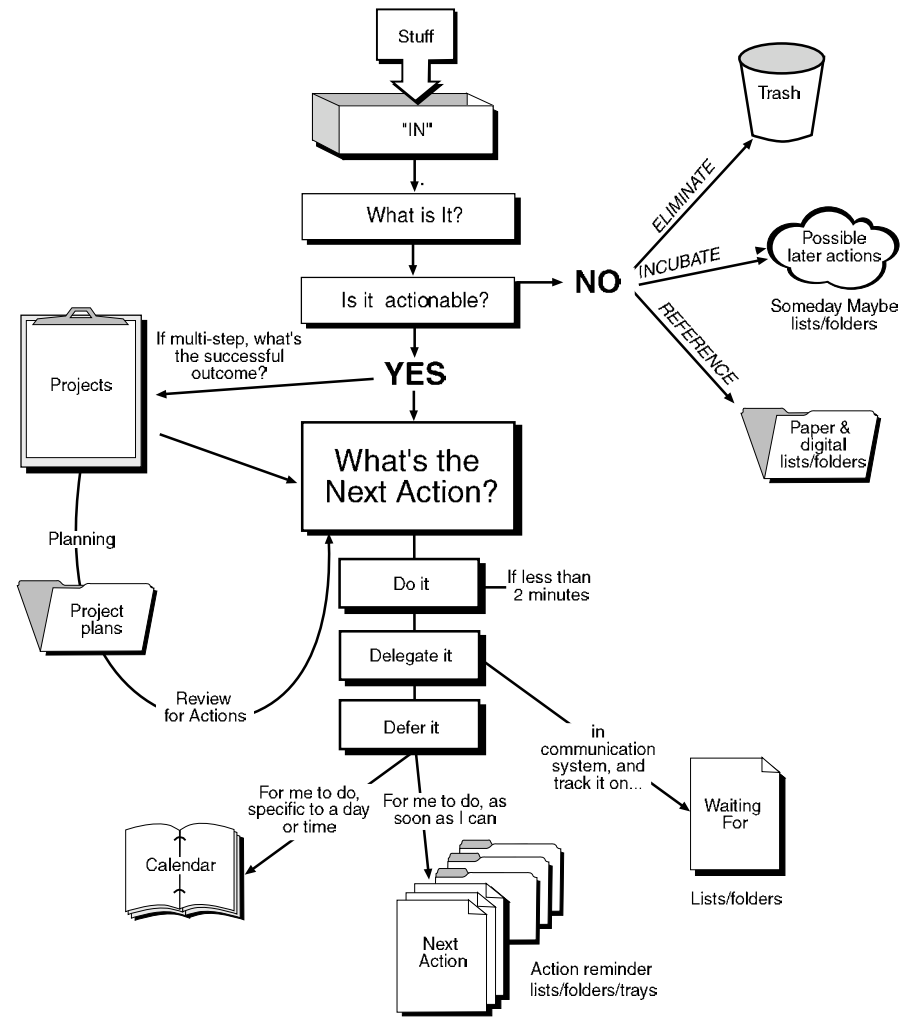
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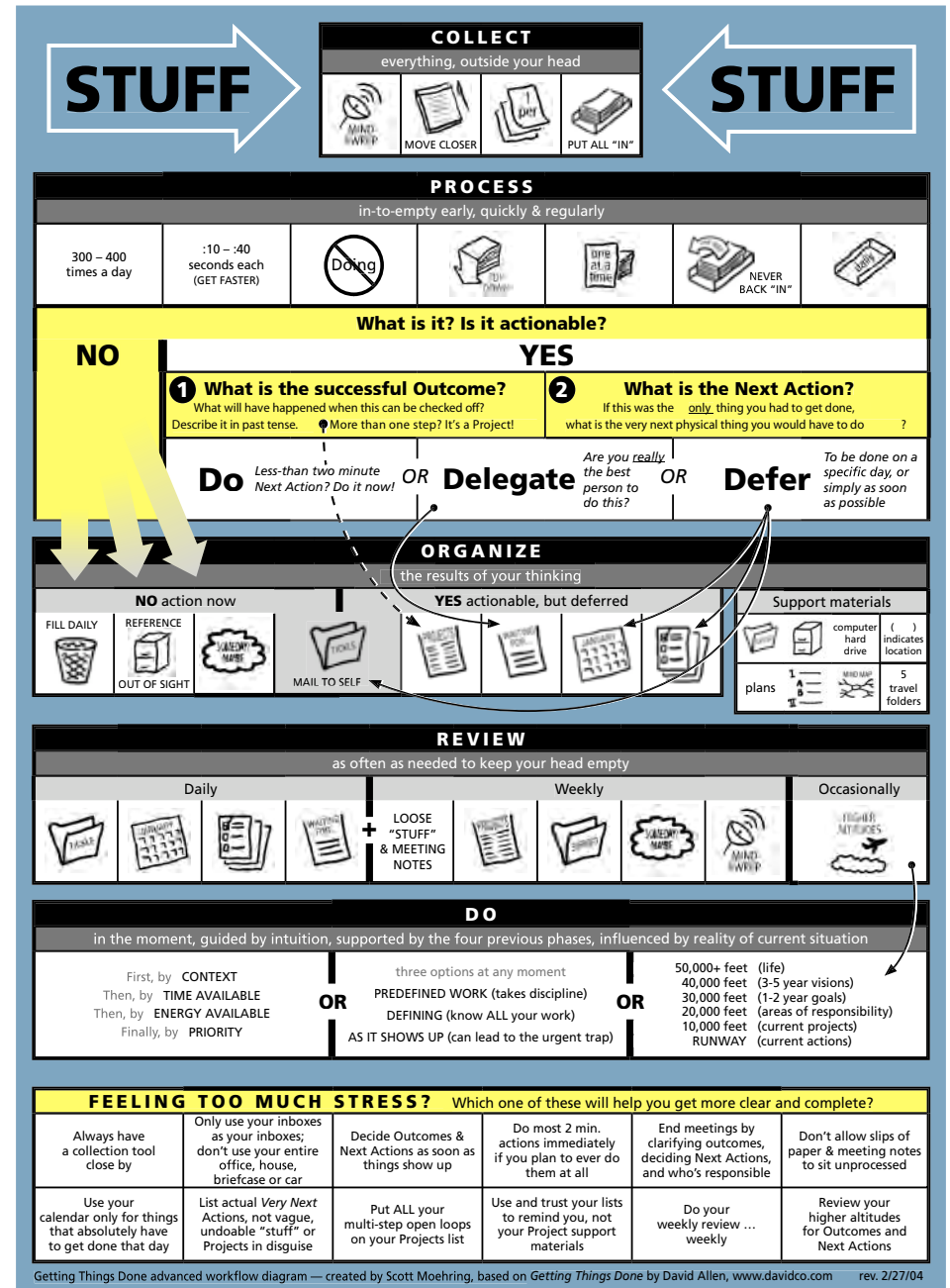
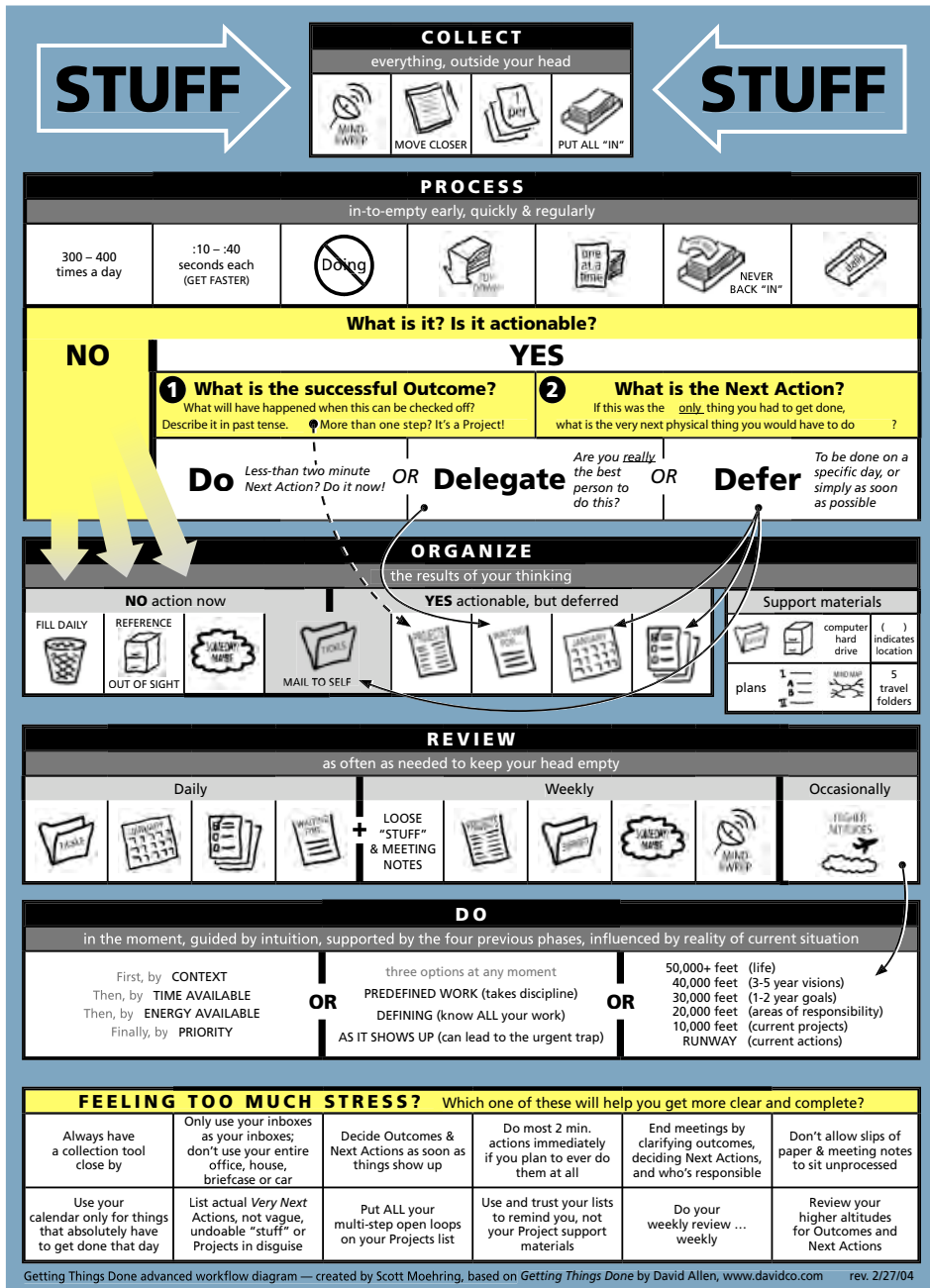
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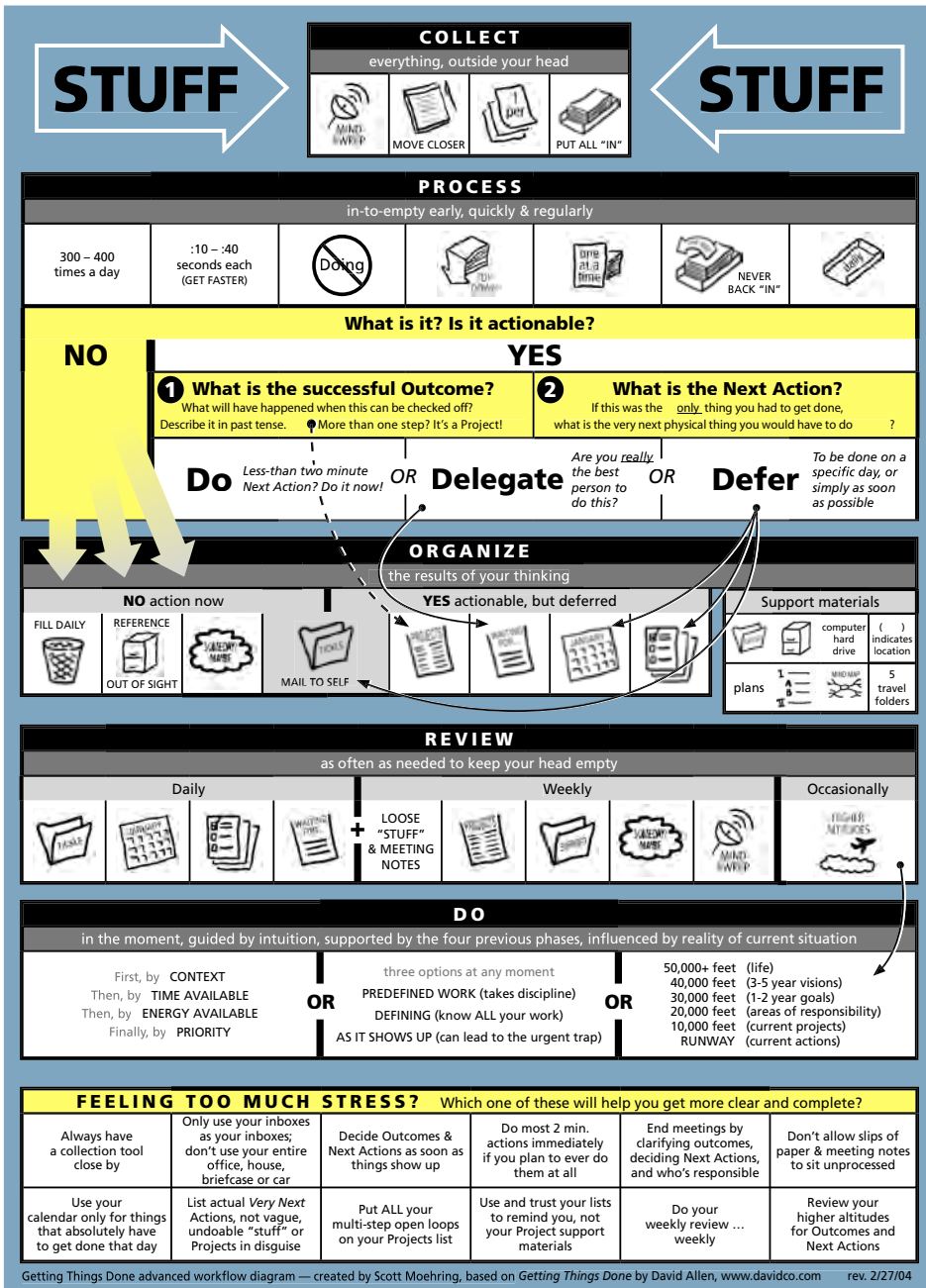


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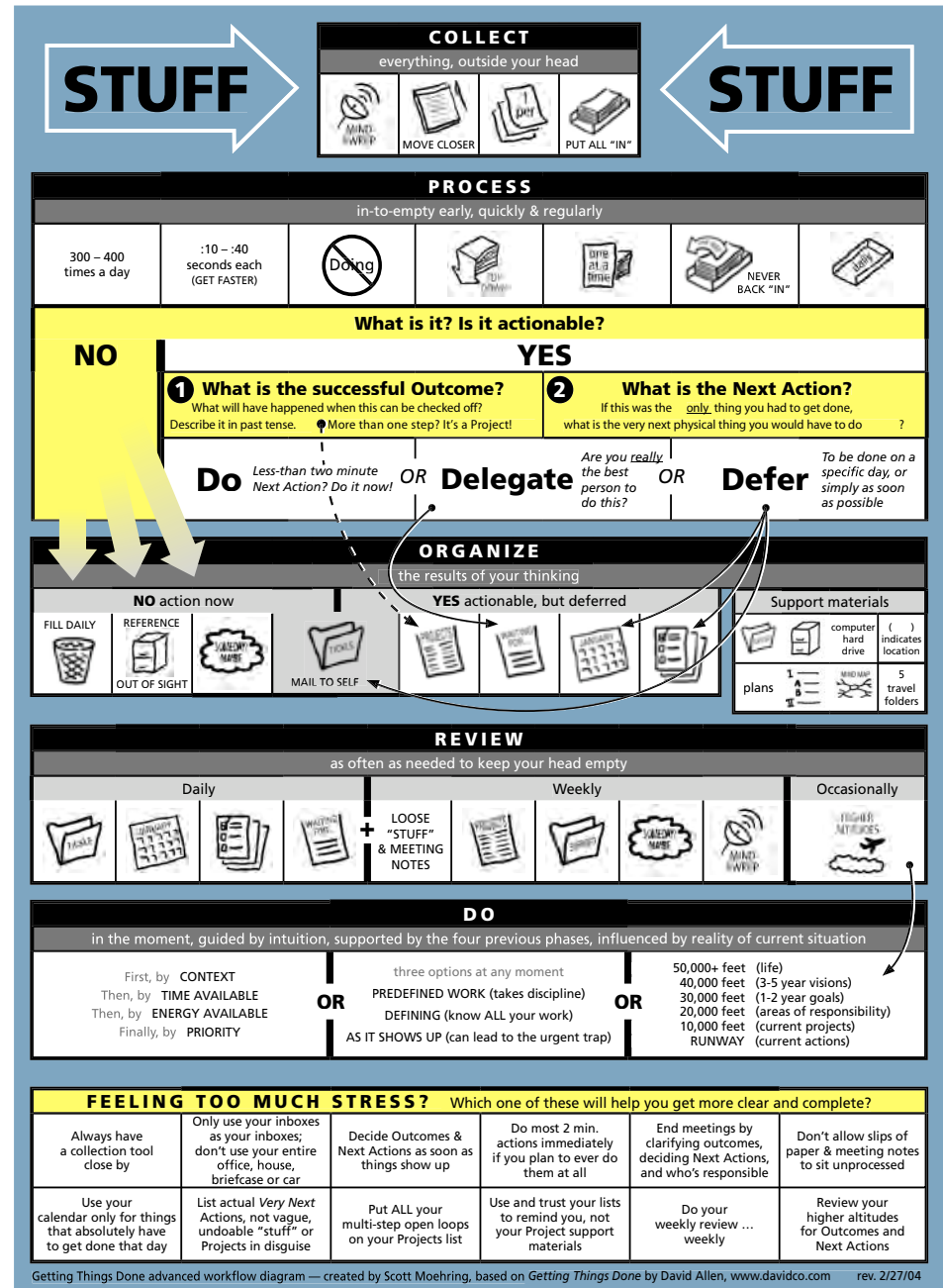


DO

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 PREDEFINED WORK (takes discipline) DEFINING (know ALL your work) AS IT SHOWS UP (can lead to the urgent trap)	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)
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FEELING TOO MUCH STRESS? Which one of these will help you get more clear and complete?



DO

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