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 Thus, they are subject to being withdrawn without notice whenever Mr.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

Legal Rights & Disclaimers

*Getting Things Done* and related diagrams are copyright © David Allen, All Rights Reserved.

All other D*I*Y Planner templates, covers, and relevant documentation are ©2004-2006 Douglas Johnston (email dougj@diyplanner.com) and are released under the terms of a Creative Commons license:

http://creativecommons.org/licenses/by-nc-nd/2.0/
Getting Things Done

**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

**“STUFF”**
- IN BOX
  - What Is It?
    - YES (multi-step)
    - Review for Actions
      - FOR ME:
        - ASAP
        - Waiting For Lists
      - Next Actions/Folders/Trays
      - Datebook / PDA
      - CALENDAR
    - NO
      - Incubate
      - SOMEDAY / MAYBE
        - FOR ME:
          - Specific Date or Time
          - ASAP
        - Waiting For Lists
    - Less than 2 minutes
    - DO IT

**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

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

**FOR ME:**
- Specific Date or Time
- ASAP
- Waiting For Lists
- Next Actions/Folders/Trays
- Datebook / PDA
- CALENDAR

Based upon the book *Getting Things Done* by David Allen (All Rights Reserved by David Allen)
This diagram created by Douglas Johnston for the DIY Planner project: www.DIYPlanner.com
Getting Things Done
by David Allen

Getting Things Done
by David Allen