GETTING THINGS DONE

MINISERIES
MIND SWEEP WORKSHEET

Think of everything that has a part of your attention (tasks, commitments, projects, goals, ideas) and write down each item below—one per line. These can be any would-, should-, or could-do items.

Your list might include: projects to organize, tasks to complete, commitments to teammates, communications to send or receive, documents to read or review, meetings to schedule, planning/organizing, errands to run, financial obligations, home improvement, trips to plan, commitments to family members, etc.

About Getting Things Done®

Created more than 30 years ago by author and productivity expert David Allen, Getting Things Done® (GTD®) teaches skills to be focused and productive without stress and burnout. The course builds on the time-tested methodology used by millions around the world with skills to increase individual focus, say no to low-priority work, and improve team productivity. The course is available in on-demand, virtual, and in-person learning formats. To learn more about bringing GTD to your team or organization, visit CrucialLearning.com or call 1.800.449.5989.

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