gtd®
GETTING THINGS DONE

MINISERIES
NEXT ACTION WORKSHEET

To begin, pull out the results of your Mind Sweep. If you haven't started with a Mind Sweep, use this exercise to evaluate your current task/to-do lists.

Look at each item from your Mind Sweep (or from your task/to-do list) and ask, "What is the very next action I need to take to start moving this toward completion?" The next action is the next physical, visible action needed to start moving forward on the item. Use verbs like *call*, *draft*, *print*, *text*, *email*, *read*, *review*. Record the next action to the right of each item.

Mind Sweep Item (or tasks from your list)	**Next Action**

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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