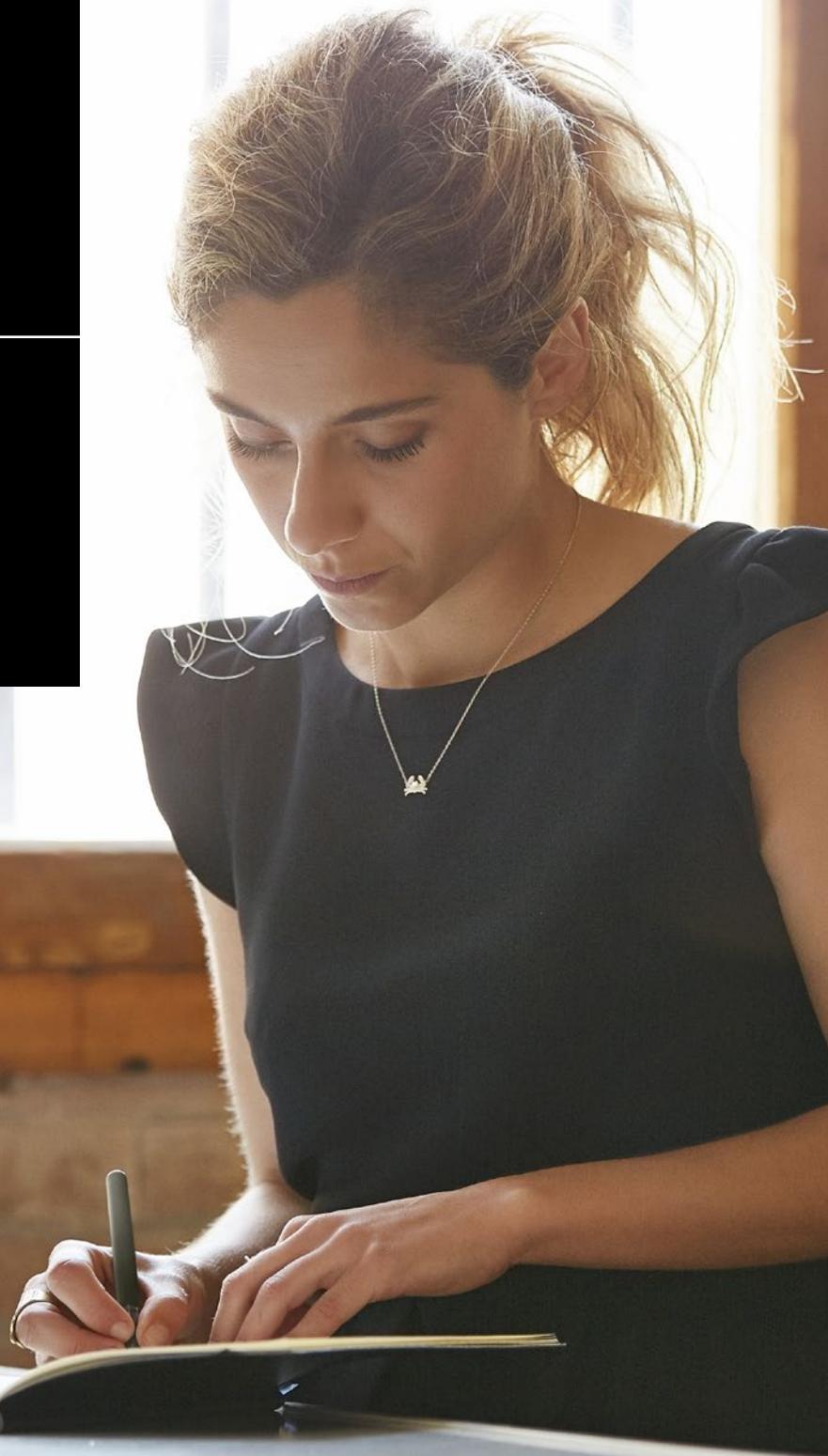


gtd[®]

GETTING THINGS DONE

*Empower your people
to put their knowledge
and expertise to work*



Personal Productivity Equals Team Power



The success of critical projects and programs requires the skill, energy, and focus of every team member. Research shows that when just one or two team members make even small fumbles (miss deadlines, work on the wrong priorities, or forget tasks), team productivity is cut by an average of 24%.

On the other hand, teams that have a shared process for managing workflow foster trust, engagement, and efficient execution.

PRODUCTIVITY WITH PRESENCE

The Getting Things Done® (GTD®) methodology was developed 30 years ago by *New York Times* best-selling author David Allen. While David originally developed the methodology by observation, experimentation, and practice, researchers have since shown that the principles taught in GTD relieve cognitive load, allow for increased focus, even result in peak performance and optimal experience, or what is popularly called “flow.”

In other words, GTD isn't only about getting things done. The real promise of GTD is *efficient* engagement. It's productivity with presence *and* purpose.

“Your ability to generate power is directly proportional to your ability to relax.”

—David Allen, author of *Getting Things Done*

The GTD Skillset

GTD teaches proven skills for managing the constant flow of requests, tasks, and interruptions people face at all levels of the organization.

01 CAPTURE

- Capture *all* inputs—incoming requests, ideas, and to-dos.
- Direct all inputs to a few chosen capture tools.

02 CLARIFY

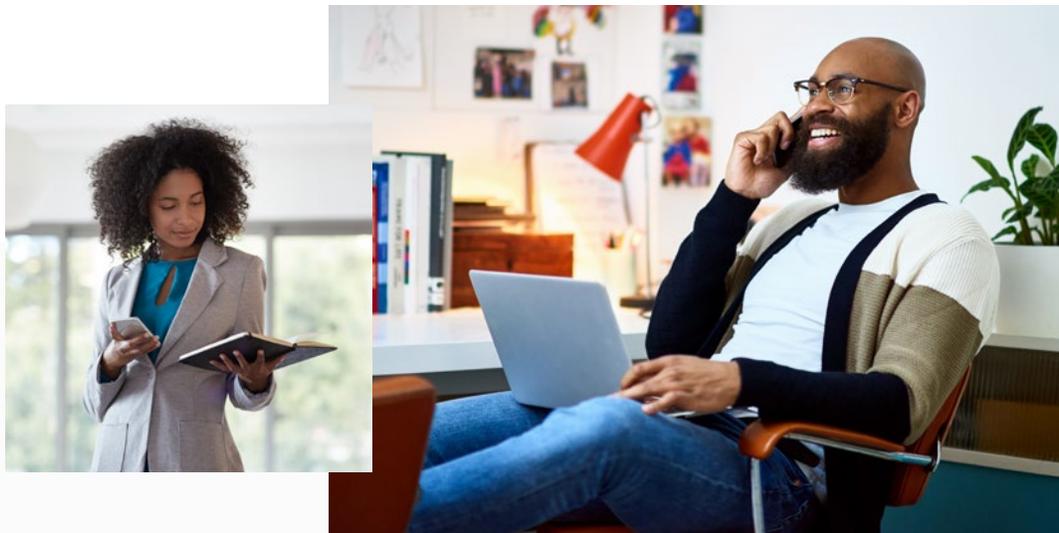
- Decide what your stuff means to you.
- Identify next actions.

03 ORGANIZE

- Calendar only firm and fixed to-dos.
- Group actions by context rather than by topic or role.
- Track projects to guide your next actions.

04 REFLECT AND ENGAGE

- Review your calendar before you start on next actions.
- Pause to reflect before you engage.
- Hold a non-negotiable weekly review to align actions with chosen values.



Productivity Pays

By learning how to capture, clarify, and organize incoming requests, people are more likely to make strategic decisions about where to invest their time and energy, focus on the right priorities, and prevent critical projects from slipping. They are also likely to experience less stress and burnout.



Efficiency

Nine of ten GTD graduates report permanently changing a time-management behavior. They also report that their new skills save them an average of 21 to 40 minutes EACH DAY. One in three graduates say they save at least 41 minutes a day as a result of using their GTD skills.



Performance

Qualtrics, a leader in customer experience, trained new employees in Getting Things Done to help them onboard quickly. One hundred percent of training graduates reported improvement in their ability to hit deadlines and deliver on commitments. And 96% said GTD helped them improve their daily effectiveness or ability to execute and stay on course.



Execution

VitalSmarts research shows that people who use the GTD skills are 55 times less likely to say they start projects that never get finished and 18 times less likely to say they often feel overwhelmed.



Engagement

Teams that have a shared process for managing and executing work also foster cultures of trust and engagement. In the absence of productivity fumbles, coworkers trust that requests and commitments will get done. And when the workload is spread evenly across a team of full contributors, your most valuable players are less likely to burn out. The CEO of **Menlo Innovations** reports that learning the GTD skills not only generated results, but also reduced stress and increased joy in the workplace.



Quality

Using GTD skills, eight out of ten training graduates at **MasterControl**, a software solutions company, said GTD helped them better process their email inbox. The team also reported a strong correlation between their new GTD skills and a positive trend in customer feedback.

Delivery Options and Participant Materials

Getting Things Done is available in three modalities to meet the unique needs of your team or organization. Each modality is optimized for skill transference and an engaging learning experience.



ONLINE

On-demand training offers 5–7 hours of instructional time and 60 days of access.

MATERIALS

- 60 days of access to online training platform
- Getting Things Done Online Reference Guide
- eBook of the *New York Times* bestseller, *Getting Things Done*
- Certificate of completion
- Five-week post-training learning experience



LIVE ONLINE

Virtual, instructor-led training is delivered in four two-hour sessions.

MATERIALS

- Getting Things Done Digital Toolkit
- eBook of the *New York Times* bestseller, *Getting Things Done*
- Certificate of completion
- Five-week post-training learning experience



LIVE

Instructor-led, in-person training is delivered as a one-day (six hour) classroom course.

MATERIALS

- Getting Things Done Toolkit
- GTD Road Map
- GTD Model Card
- GTD Mat
- Mind Sweep Cards
- Copy of the *New York Times* bestseller, *Getting Things Done*
- Certificate of completion
- Five-week post-training learning experience

Three Implementation Options

We offer three ways to implement training: attend a public workshop, bring in a VitalSmarts trainer, or have an internal leader get certified to train employees.



PUBLIC WORKSHOP

Your employees attend an Online, Live Online, or Live public workshop.

Visit vital-smarts.com/events to find a workshop near you.



IN-HOUSE TRAINING

Bring in a VitalSmarts Master Trainer to train the Live or Live Online course or roll out Online Training across your organization.

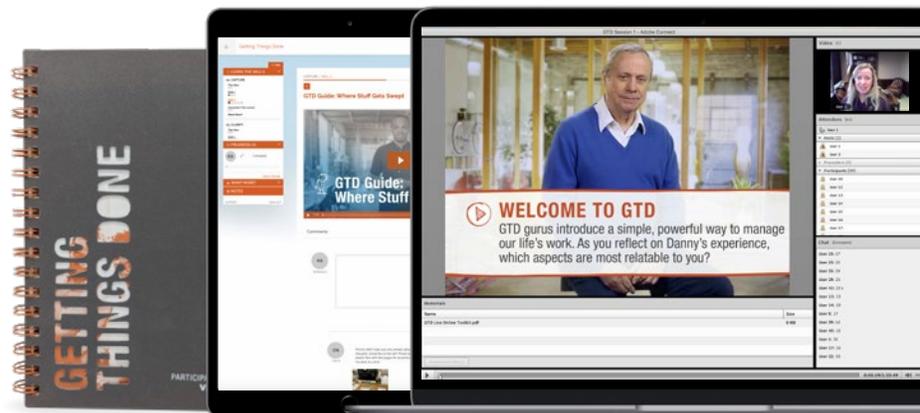


TRAINER CERTIFICATION

Certify an internal leader to train the Live or Live Online course to employees. Certification courses are offered both Live and Live Online.

“VitalSmarts Live Online training has gone so well. We have loved delivering the training at our own pace. The level of interactivity is excellent, and we’ve found it’s easy to keep everyone engaged through a four-hour training session.”

—Jennifer Dootson, d-wise



What People are Saying

“GTD has made an impact on in-tact teams in our organization. Some teams I’ve trained have completely revamped the tools they use for tasks so they can all be on the same page or easily pick up tasks for each other when colleagues are out of town. They have also completely shifted the way they conduct meetings. It has made a huge difference for their productivity and team culture.”

–Celia Cockfield, Senior Associate, Organizational Development, The Annie E. Casey Foundation

“We love GTD Training. It has been really impactful for our organization in terms of stress management—it really helps people be more present in their lives because they feel a sense of control and organization when implementing the tools and system. It usually fills up in less than 15 minutes when we offer it, a good sign!”

–Sarah Barnhart, Senior Human Resources Manager, Stryker

“Getting Things Done Training is very applicable to work, home, and life. I feel motivated that I can ‘get control’ of my inputs. During training I loved that I got to use my actual to-do lists for my exercises—very applicable.”

–Jennifer Roberson, Senior Talent and Leadership Development Manager, Stinnett & Associates



Trusted By



The VitalSmarts Touch

We offer a best-in-class learning experience, stellar customer support, and tangible results. Discover what sets us apart from the rest.



Award-Winning Instructional Design

From our innovative training platform to our award-winning original video content, our courses are some of the highest-rated in the industry.



Research-Backed Skills

The skills and principles we train are rooted in social science and have been demonstrated and replicated in peer-reviewed academic journals.



Customer Satisfaction

More than 93% of our customers say they are likely to very likely to recommend VitalSmarts.



Results

We've helped more than 300 of the Fortune 500 realize significant results using our proven methods.

The VitalSmarts Suite

While a powerful solution in its own right, Getting Things Done belongs to a family of courses that together help organizations build healthy and high-performance cultures that spur flawless execution and consistent innovation.

COMMUNICATION



Dialogue



Accountability

EFFECTIVENESS



Productivity



Performance

LEADERSHIP



Change



Take the Next Step

Bring Getting Things Done to your organization
and discover the power of **productivity with purpose.**

Call 1.800.449.5989 or visit us at vitalsmarts.com.

About VitalSmarts

Named a Top 20 Leadership Training Company, VitalSmarts is home to the award-winning Crucial Conversations®, Crucial Accountability®, Getting Things Done®, The Power of Habit™, and Influencer Training® and *New York Times* best-selling books of the same titles. VitalSmarts has consulted with more than 300 of the Fortune 500 companies and trained more than 2 million people worldwide.

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