G'day! First of all, a few questions to get us started. Note: This sheet is for your eyes only, and you don't have to share any of your answers if you don't want to.

1. So, you're here! This might seem weird, but why were you interested in coming to a session on Getting Things Done?

2. If this session was amazing and was everything you hoped it to be, what do you think you would learn? How do you think it might change your life?

3. How are you in your personal/home life? Organised? Prolific? Productive? Feel good? Other?

4. How are you in your work life? Organised? Prolific? Productive? Feel good? Other?

5. What are some systems/tactics that you use for personal/home life, to be and feel this way?

6. What are some systems/tactics you use for work life, to be and feel this way?

Getting Things Done

GTD book & site
http://gettingthingsdone.com

Wikipedia
http://en.wikipedia.org/wiki/Getting_Things_Done

From Merlin Mann:

So how does GTD work?

This is a really summarized version, but here it is, PowerPoint-style:

1. identify all the stuff in your life that isn't in the right place (close all open loops)
2. get rid of the stuff that isn't yours or you don't need right now
3. create a right place that you trust and that supports your working style and values
4. put your stuff in the right place, consistently
5. do your stuff in a way that honors your time, your energy, and the context of any given moment
6. iterate and refactor mercilessly

So, basically, you make your stuff into real, actionable items or things you can just get rid of. Everything you keep has a clear reason for being in your life at any given moment—both now and well into the future. This gives you an amazing kind of confidence that a) nothing gets lost and b) you always understand what's on or off your plate.

Also built-in to the system are an ongoing series of reviews, in which you periodically re-examine your now-organized stuff from various levels of granularity to make sure your vertical focus (individual projects and their tasks) is working in concert with your horizontal focus (side to side scanning of all incoming channels for new stuff). It's actually sort of fun and oddly satisfying.

See more: http://www.43folders.com/2004/09/08/getting-started-with-getting-things-done
Short link: goo.gl/BHs17T

Getting Things Done, cont.

Make actions even smaller – from Merlin Mann:

> See, I'm an inveterate list-maker, and I've always thought I was actually pretty good at it, but when I look back now, I can see how my typical TODO list was littered with landmines.
>
> 1. Get new work
> 2. Lose weight
> 3. Buy Christmas presents
>
> I'll bet you have (or had) a similar running list of all the nagging stuff that was littering your mental landscape, right?
>
> The thing is, I now see how items like these can't really be "done" at all; each one of those things is actually a complex, multiple-item project with built-in dependencies and waiting time. To look at any of them as a single thing I need to do is to buy into the anxiety-inducing premise that my goals and behaviors should somehow mirror each other on a one-to-one basis. If you think about it, that's plainly ridiculous.
>
> A more reasonable approach using GTD would be to focus just on that next physical activity needed to undertake each project; even if it seems like a trivial activity. In order:
>
> 1. Find old résumé in file cabinet
> 2. Call gym to see when membership expires
> 3. Start a running list of everyone I need to buy Christmas gifts for

See more: http://www.43folders.com/2004/09/17/next-actions-both-physical-and-visible
Short link: goo.gl/zkKR67

Remember: A project is anything that has more than one action.
Is that item on your to-do list an action, or a project? If it's a project, break it down into actions.

Checks

Mind Sweep - Clear your mind, write everything down.
See: http://www.43folders.com/2006/07/24/b2gtd-mind-sweep
Short link: goo.gl/0ICDom

Reality check - Do you really want to do this thing? (Merlin Mann says: Start with "I care.")
If a task has been on your list for ages and you haven't started it, maybe it's time to give yourself a break and say: I don't really want to <go camping> <redo all the work templates because no one else will>, etc.

Reframe Tasks

Instead of thinking tasks are boring, annoying, stupid, waste of time, self-indulgent, etc... think about what they really mean for you and your life.

For example:

Task	Current Feeling	Reframe
Dentist visit	Tedious, unpleasant, expensive, hate going.	Love for myself, investing in myself, taking care of the only body I have!
Sprucing up resume	Tedious, boring, hard.	Presenting myself really well and promoting myself will help me be happy, motivated, and make the future I want. It's me taking control of my life.
Paying for and going to a class on something fun!	Self-indulgent. Wasting time.	Investing in myself, keeping myself inspired and energised and feeling good.

Focus & Distractions

- Priorities are only that if they are priorities – Only have 3 priorities per day, then draw a line, then put any lesser tasks under it.
- Eat the Frog – Do the most gross task first.
- Gradually work on your distractions and staying-power:
    - Turn phone on airplane mode sometimes
    - Turn notifications off on iPhone apps and computer
    - Try a detox – A week of no reading (it's really something!)
- Distraction Days and Focus Days – Assign distraction days e.g. Tue, Thu, Fri, and focus days e.g. Mon, Wed, to focus on the thing you want (e.g. creative projects). Mark these in your calendar.

Tools

- StayFocusd Chrome Extension – http://goo.gl/rq6dtr
- Rescue Time app – https://www.rescuetime.com
- Pomodoro Technique – 25 minute focus, lots of apps, breaks get longer each 25 minutes See: http://en.wikipedia.org/wiki/Pomodoro_Technique and there are lots of apps, add-ons, plugins, etc.

Other Concepts

- Reverse To Do for a sense of achievement e.g. iDoneThis https://idonethis.com
- Done is better than good
- Doing > thinking (E.g. if you want to be a writer, you need to write; you don't need to think about writing, read about writing, find the best writing software… you just need to write. If you don't write, you're not a writer.)
- Get in touch with yourself and what you really like, dislike, want, and need.
    Exercises:
    - Morning pages – Write 3 A4 pages first thing in the morning, whatever comes into your hand, just keep the pen moving across the page
    - Meditation – Best to go on a class for this
    - Ideal day exercise – Write about your ideal day, if anything in your life could be changed and you had the ideal location, job, friends, family, lover, lifestyle, everything

Tools & Systems

See examples of these in the Screenshots section at the end.

Email

- Every email you send, you will get at least one in return, so be careful
- Use email to train other people how to deal with you (keep business hours) – RightInbox & Boomerang plugins for Gmail let you schedule emails and follow up emails
- Have a Triage system e.g.

   Every day, book in 30 minutes to do "Triage" – just organise and prioritise your email, only respond to the very urgent emails.

   Sort emails into folders: 1. Action, 2. Followup, 3. Misc, and Archive

   Later in the day, go back into these folders and see what emails to action next.
- Use youremail+keyword@gmail.com functionality to make email work in a smarter way. E.g. foxmwoods+action@gmail.com has a filter: skip Inbox, move to "Action" folder.
- Useful service – https://www.followupthen.com to send email reminders
- Mailbox app for iOS (coming soon to Mac) follows the GTD method – lets you swipe emails into folders, swipe to archive, swipe to delete, swipe to snooze.

Trello

- Project management tool that is useful for so many projects, including getting yourself organised
- You can send emails to Trello – so you get tasks out of your inbox and in an organised system
- Give each month a theme so you can focus on a more overarching goal each month
- Goal planning – set columns for 1 year, 3 year, 5 year goals

Calendar

- Use different colours and different calendars
- Use placeholders

   Day placeholders e.g. Tue/Thu distraction days, Mon/Wed focus days, Saturday unscheduled, Sunday planning (to check Trello again)

   To-do placeholders (marked with "***")

   Time-block placeholders to plan your days
- Theresa Winters' calendar – paper calendar, using Post-It notes to tentatively mark possible events

To Do Apps

There are a million: Wunderlist, OmniFocus, Todoist, Apple Reminders, Google Keep, Remember the Milk…

Screenshots

See: goo.gl/AQeEAW

1. Girls Club Trello
2. Fox Template Trello
3. Shannon Trello USA Planning
4. Shannon Trello USA Packing
5. Fox Calendar
6. Fox Email
7. Fox Mailbox 1
8. Fox Mailbox 2
9. Fox Mailbox 3
10. Shannon Work Email
11. Fox Daily Tasks

Other: Shannon kikki.K Tasks (paper)

Thank You!

HOMEWORK: Tell us one tactic you're going to try.

Continue to share tips and thoughts on the Girls Club Forums:
http://girlsclubxo.com/forums

Upcoming Events

Eurovision All-Girl Bike Party (afternoon ride) – Sunday 11 May

Girls Club Leadership Posse (first planning dinner) – Monday 12 May

Sex Ed Workshop (evening workshop) – Wednesday 28 May (sold out)

Through Other Girls' Eyes – Sunday 1 June 2014

Girls Club Photo Shoot – Saturday 14 June 2014