



GETTING THINGS DONE®

Empower your people to put their knowledge and expertise to work

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, fail to make critical handoffs, work on the wrong priorities, or forget tasks), team productivity is cut by an average of 24 percent. However, teams that have a shared process for managing and executing work foster cultures of trust, engagement, and execution.

Getting Things Done® (GTD®) Training teaches skills to manage the constant flow of requests, tasks, and interruptions people face at all levels of the organization. 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 less likely to experience stress and burnout.

Who Needs GTD Training?

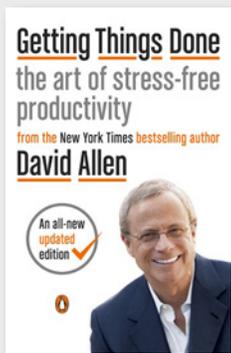
Nobody gets a degree in productivity. You hire people for their technical skills and experience—because they know how to develop programs, design products, oversee communications, devise strategies, or lead people. But few—if any—are well versed in workflow management. And when even just a couple of people fumble, their slip-ups significantly and negatively impact stress levels, innovation, execution, and engagement for the rest of the team.

GTD teaches your skilled knowledge workers at every level and in any role *how* to better get work done so they can effectively put their valuable, technical skills and experience to use.

What Does GTD Training Teach?

Based on the *New York Times* bestseller of the same title, GTD Training teaches participants how to:

- Capture all incoming requests in a few key places
- Process your inbox more effectively
- Take action on tasks rather than procrastinating
- Organize tasks and projects to maximize efficiency
- Do the right things in the right moments
- Align time and resources to be productive, not just busy



About the Book

A companion to the training course, David Allen's *New York Times* bestseller, *Getting Things Done*, is the ultimate book on personal and team productivity.



Participant Materials

- Participant Toolkit
- The GTD Road Map
- GTD Model Card
- GTD Mat
- Mind Sweep Cards
- *Getting Things Done*, the *New York Times* bestselling book

Benefits of Getting Things Done® Training

For more than a decade, GTD has helped teams and individuals change the way they manage and do their work. Results are seen at every level—from personal to team to organizational success.

EFFECTIVENESS

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 says they save at least 41 minutes a day as a result of using their GTD skills.

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.

Get Started

To bring the Getting Things Done skills to your organization for increased productivity and engagement, contact us to learn more. Call **1-800-449-5989** or visit us at vitalsmarts.com.

About VitalSmarts Named one of the Top 20 Leadership Training Companies, VitalSmarts is home to the award-winning *Crucial Conversations*, *Crucial Accountability*, *Influencer*, and *Getting Things Done Training* and *New York Times* bestselling books of the same titles. When used in combination, these courses enable organizations to achieve new levels of performance by changing employee behavior. VitalSmarts has consulted with more than 300 of the Fortune 500 companies and trained more than 2 million people worldwide. www.vitalsmarts.com

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Training Delivery Options

Getting Things Done Training is available in the following delivery options:



Live: In-person classroom training



Live Online: Virtual, instructor-led training



Online: On-demand training

Implementation Options

We offer three different ways to implement training:

Public Workshop—Your employees attend a prescheduled public training workshop.

In-House Training—One of our experts trains the program at a location you specify.

Trainer Certification—Individuals or trainers from your organization get certified to teach the course within your company.

Course Details

Date:

Time:

Location:

To Register: