Workflow Management Department of Success

Nature of work

- ➤ Doing more with less
- Evolving complexity



- Entrepreneurial mindset
- ✓ Embrace work-life balance (how?!)

Communication

- Interrupt load/sources
 - ∼ Paper/snail mail
 - ∼ Email, texting, SMS
 - ✓ Voice mail
 - ~ Social media
 - ✓ Voice recorders
 - ✓ Note-taking devices

Boundary issues

- ✓ When is end of work day?
- ✓ When is "personal time?"
- ∼ React vs. Respond
- ~ Time is only fixed, common resource
- Clarity of priorities

Power of context

- ✓ Power of disengagement
- Apply focus to task/event at-hand
 - ✓ Minimize distracting thoughts
 - ➤ Being fully present
 - ✓ "Mind like water"
- ∼ Trust system to clear psychic RAM

GTD® Workflow

- ✓ 1. Collect
- \sim 2. Process
- ✓ 3. Organize
- \sim 4. Review
- ∼ 5. Do

1. Collect

- ✓ Minimize types of inboxes
- ✓ Have portable mechanisms for capture
- ~ Mindsweep
- ✓ Empty buckets regularly
- ✓ Nothing goes back to "in" (no loops)

2. Process

"Stuff" goes into inbox(es)
Actionable?

Yes => project planning, *next action* 2-minute-rule, delegate or defer
 No => reference, someday, or trash

3. Organize

 Projects: clearly defined outcomes \sim Require > 1 action step Gather/store reference out of sight ✓ Time-sensitive activities ✓ Next-action categories Contexts, someday/maybe, tickler ~ Reference: topic-specific, general

4. Review

∼ CEO-level review (weekly) Hardscape/calendar (daily/weekly) ✓ System of organization ~ Projects ~ Next Actions ✓ Waiting For

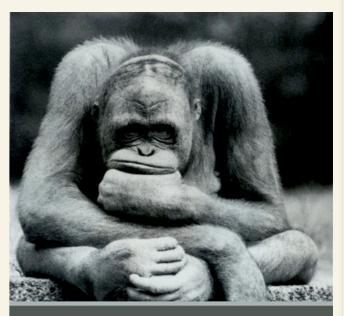
5. Do

- Context, time, energy, priority
 Executing, reacting, defining
 Life
 - VisionGoals

clarity

Areas of responsibility
 Current projects
 Current actions





Oh what to do, what to dooo?

Tools

 Physical inbox ∼ Reference filing system ~ A-Z order ➤ Hanging files + file folders ✓ Easily flowing ∼ Label maker

Tools (2)

- ← Email system
- ~ Calendar
 - ∼ Google, iCal, Outlook, Day Planner
- Task organizer
 - ∼ <u>www.rememberthemilk.com</u>
 - Things, Outlook, OmniFocus, Day Planner



PROBLEM SOI There are few of life's problems that cannot be solved with the proper application of

a high explosive projectile

Project Planning

Planning model

- Defining purpose and principlesOutcome visioning
- ~ Brainstorming
- Organizing
- Identifying next actions

Class project

 Implement workflow system Calendaring system ✓ Task management system ∼ Minimum (3) actionable contexts ✓ e.g @Calls, @Errands, @Computer ✓ Timeliness/reminder feature ~ Projects, Waiting For, Someday

Class project (2)

✓ 90-day action plan for business Identify at least one major project Brainstorm (outline/mindmap) ∼ Define sequence of \geq 5 action steps Assign next actions to context/ calendar for completion

References

Getting Things Done, David Allen
 www.davidco.com