gtd®

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

VitalSmarts®

Participant Materials

- GTD Online Reference Guide to use during and after the course

- A course completion certificate

- Access to GTD Coach, a five-week after-training program

- *Getting Things Done: The Art of Stress-Free Productivity* eBook

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 and effectiveness.

Getting Things Done
the art of stress-free productivity
from the New York Times bestselling author
David Allen

An all-new updated edition ✓
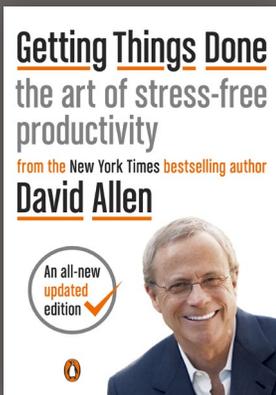
What's the Next Step?

If your organization could benefit from the skills taught in Getting Things Done Online, contact us today to learn more. Call **1.800.449.5989** or visit us at **vitalsmarts.com**.

The Training Experience

What is Required?

Participants can access the course on the internet from any computer, smart phone, or tablet. They also gain access to digital participant materials that enhance the learning experience.

What is the User Experience?

The training experience provides 5–7 hours of instruction and resources for users to learn through self-paced activities, including the time to set up their own GTD system. The learning activities teach GTD skills in bite-sized modules that include videos, quizzes, and exercises, all geared toward starting to apply the GTD skills on the spot.

How is the Training Administered?

The course can be completed individually or as a part of a group. For group trainings, anyone can be designated as the course manager to administer the training.

Course managers distribute the registration link and track the progress and achievement of users through easy-to-use reports. A course manager is also able to message individuals or groups for encouragement and reminders throughout the training.

What Training Support is Available?

Participants can contact the VitalSmarts online team for support. They also have access to their course manager, whose role is to ensure a smooth experience with the technology and the meaningful application of skills. Every graduate gains access to GTD Coach, a five-week email program filled with tips and resources for ongoing support and encouragement.

About VitalSmarts. Named one of the Top 20 Leadership Training Companies, VitalSmarts, a TwentyEighty, Inc. company, 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**