

MINISERIES REFLECT WORKSHEET

The tips below will help you make better decisions about how to spend your time. Each tip relates to moments when you may be tempted to busy yourself with distractions or low-priority work. If you briefly reflect in these moments instead of reacting to what's latest and loudest, you can be more productive with less stress. Remember: you can do anything, just not everything. Which of these tips will you implement and why?

1. Control Your Calendar

When: Your calendar is being "hijacked."

Then: Block time for yourself on your calendar. Use that blocked time to work from your Next Actions lists.

2. Start Your Day

When: Before you begin your day's work.

Then: Check your calendar (time-specific actions, day-specific actions, and day-specific information) to get oriented.

This will help you see how much time you have to complete next actions. Notice that you feel better about what you're able to accomplish by using this decision-making framework.

3. Gain Control and Perspective

When: You are in doubt or feel you've lost your direction.

Then: Clean up and clarify. Collect papers, notes, and materials or clarify items on your capture tools.

4. Find Motivation

When: You are having trouble mustering the motivation to look at your Next Actions lists.

Then: Set a timer for fifteen, ten, or five minutes and do what you can in that timeframe. Timers are a simple way to create and complete a small agreement with yourself.

5. Close Open Loops

When: You finish a meeting or a phone call.

Then: Take one to three minutes to do a Mind Sweep and capture the details while they are fresh.

6. Work With Your Energy

When: Your energy is low.

Then: Take a break and go for a walk, take a nap, read a book, or visit friends. Your trusted system will be waiting for you when you return. One of the many benefits of having lists is the option to walk away from them.

7. Reflect on Your Priorities

When: You're not sure what you should be working on.

Then: Step back to reflect and recalibrate current priorities, especially if your workload has recently shifted. Just because something was once high priority doesn't mean it still is. Reevaluate and decide what to engage in.

About Getting Things Done[®]

Created more than 30 years ago by author and productivity expert David Allen, Getting Things Done[®] (GTD[®]) teaches skills to be focused and productive without stress and burnout. The course builds on the time-tested methodology used by millions around the world with skills to increase individual focus, say no to low-priority work, and improve team productivity. The course is available in on-demand, virtual, and in-person learning formats. To learn more about bringing GTD to your team or organization, visit CrucialLearning.com or call 1.800.449.5989.