

LEVEL 1: FUNDAMENTALS

MASTERING WORKFLOW SERIES

COURSE OVERVIEW

The Level 1: Fundamentals Course presents the groundbreaking GTD[®] methodology for achieving control in a world of constant change and ever-increasing input. This powerful program delivers a highly effective and sustainable way to attain greater levels of personal productivity.

Participants will learn the Five Steps of Mastering Workflow:

- 01 Capture** (collect what has your attention)
- 02 Clarify** (process what it means)
- 03 Organize** (put it where it belongs)
- 04 Reflect** (review frequently)
- 05 Engage** (simply do)

PROGRAM FORMAT

Level 1: Fundamentals pairs a one-day classroom learning experience with the Installation and Implementation (I&I) Series. The I&I Series is delivered in webinar or workshop format and is a dynamic way to ensure participants are well-equipped to build and maintain trusted systems and deepen their learning.

NO PREREQUISITES REQUIRED. IDEAL FOR THOSE NEW OR EXPERIENCED WITH GTD.

I&I SERIES OPTIONS

To support learners' mastery of this level, I&I Series options include:

- Guided Setups for common software
- Guided Mind Sweep
- Guided GTD Weekly Review[®]
- Calendar Management
- Email Management
- Installation Lab

PARTICIPANT COURSE MATERIALS

A robust participant packet that includes:

- *Getting Things Done* book by David Allen
- Participant Workbook
- Jumpstart Booklet
- GTD Workflow Map
- GTD Methodology Guides

ABOUT DAVID ALLEN COMPANY

David Allen Company is a global training and consulting company, widely considered the leading authority in the fields of organizational and personal productivity.