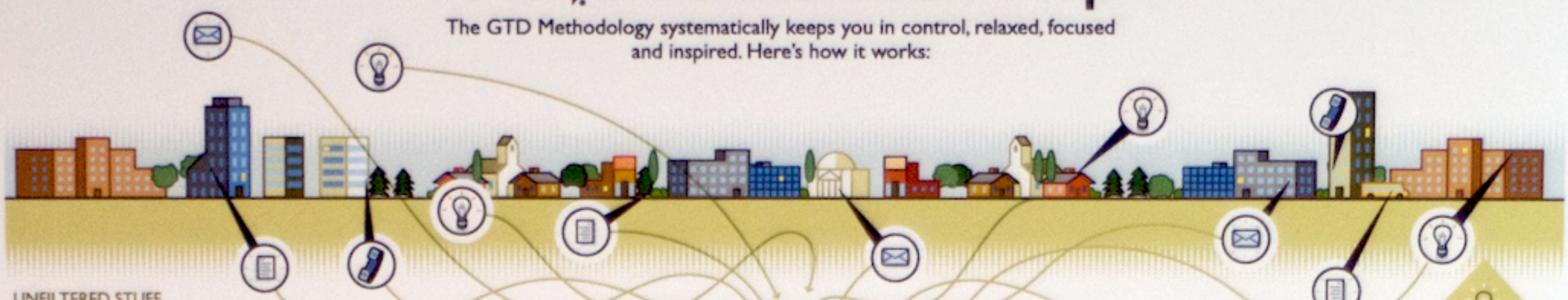
GTD The Workflow Map

The GTD Methodology systematically keeps you in control, relaxed, focused and inspired. Here's how it works:



UNFILTERED STUFF
Life's random inputs that you leave unprocessed

LIFE'S RANDOM INPUTS

"STUFF"

WHAT IS IT?

DEFINING WORK

WHAT'S THE DESIRED OUTCOME? (If multi-step)

IS IT ACTIONABLE?

YES

NO

TRASH

INCUBATE

Possible later action

someday-maybe lists / folders

date-specific triggers

paper / digital lists and folders

REFERENCE

PROJECT

Purpose
Vision
Goals
Areas of Responsibility

Project Support Material (review for actions)

WHAT'S THE NEXT ACTION?

DEFER IT

DELEGATE

DO IT

If less than 2 minutes

For me to do, specific to a day or time (calendar / tickler)

For me to do, as soon as I can (next action reminder lists / folders / trays)

In communication system and be tracked on "waiting for" list / folder

PRE-DEFINED WORK

LIMITING CRITERIA

WHAT CAN I DO? ▸ CONTEXT ▸ **Context:** Pick something possible to do in my environment.

WHAT CAN I DO IN THE TIME I HAVE? ▸ TIME AVAILABLE ▸ **Time:** Pick something I can work on constructively within my timeframe.

WHAT DO I HAVE THE ENERGY TO DO? ▸ RESOURCES ▸ **Resources:** Pick something which I can do successfully, with the energy and attention I have.

SURPRISES

MAINTENANCE

SPONTANEOUS ACTIONS

PROGRESSIVE THINKING

CREATIVE IDEAS

3-FOLD NATURE OF WORK

UNPLANNED WORK

Unscheduled work done as it appears. May or may not be the action to take in the moment. Must be evaluated against total work inventory and horizons of focus.

PRE-DEFINED WORK

All undone actions and projects. The more complete and current the contents, the greater the ability to manage multiple commitments, negotiate change, and think at higher levels. A trusted inventory relieves the mind of the job of remembering and reminding.

DEFINING WORK

Processing in-baskets and new input, reviewing horizons, transforming "stuff" into actions and projects. The critical thinking and decision-making behavior for knowledge workers.

HORIZONS OF FOCUS

Whether I trust or hope that what I am doing is the best thing depends on how complete the inventory of optional actions are, and how well my horizons of focus are in focus. Each horizon to be reviewed at its own cycle/recursion as often as is required to get it off my mind.

REVIEW

Calendar: When I need to know the "have-to's" for today
Action lists: When I have time and need to see what else can I be doing
Projects: When I need to review my short-term commitments
Areas of responsibility: When I need to ensure balance
Goals: When I need to ensure I'm on track to get what I want
Vision: When I need inspiration and long-term direction
Purpose/Principles: When I have major decisions to make

HOPE IT'S RIGHT

Worst Practice: I am driven by the latest and loudest, unsure about what I'm doing, unaware of what I'm not doing. My inventory of actions is incomplete and out of date... My intuition is inaccessible.

TRUST IT'S RIGHT

Best Practice: I trust my judgement because my inventory of actions is complete and current, and my horizons of focus are in focus and integrated. My intuition is in play, vision sharp, decisions clear and psyche relaxed.

...and this leads to more

- Energy
- Clarity
- Expansion
- Exploration
- Expression

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