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Bash Procrastination & Seal Up the Cracks

Getting Things Done

the art of stress-free productivity

from the New York Times bestselling author

David Allen

A brand new edition for 2015

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“Fiddle-dee-dee, I’ll think about that tomorrow!”

-Scarlet O’Hara

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WHY DO PEOPLE PROCRASTINATE?

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Why Put It Off?

It’s too hard!

I’m scared to try.

I don’t know how to do that.

Distractions

That sounds boring.

I’m too busy!

I hate doing that stuff.

Interruptions

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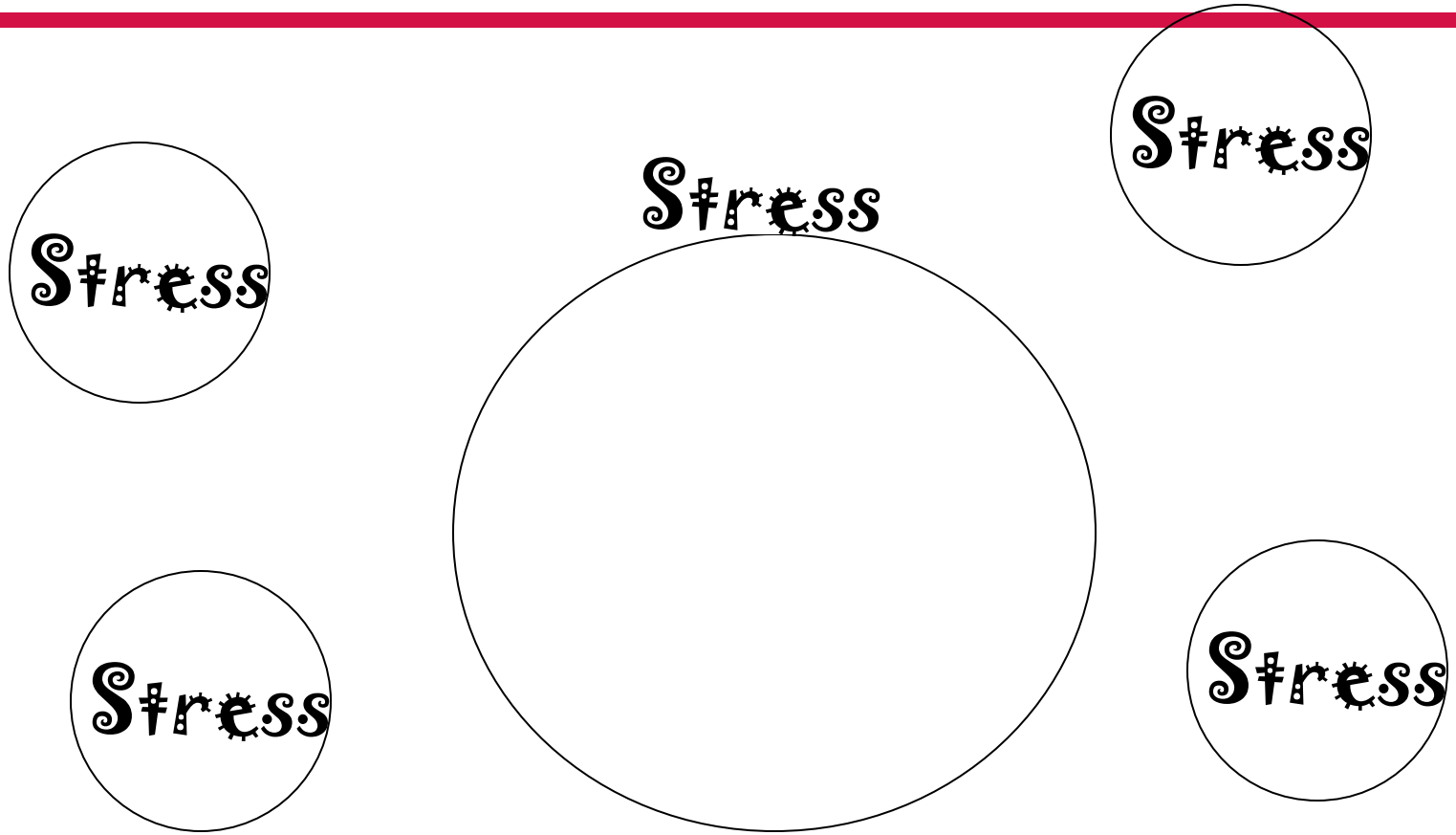
How our brains think about stuff



Now that you know the problem…

…what are you going to do about it?

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Productivity Principle #1

If it’s in your brain it’s in the wrong place.

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“TO DO” Lists

To Do Lists are merely listings of “stuff” – not inventories of the real work that needs to be done.

TO DO LIST

“Amorphous Blob of Undoability”

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A Key Distinction

Next Action – the next physical action that will move the project to completion

Projects – work that consists of one or more Next Actions

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Next Action Exercise

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So how does this work with Vern?

Select one or more of these options

- Teach Vern the concept of next action
- Ask Vern what his next action will be
- Assign next actions, not entire projects
- Delegate projects, but put a deadline on the next action and follow up
- Every time an action is completed, ask "What's the next action?"

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Seal up the cracks…

…so nothing falls through!

HOW?

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Organizing Next Actions

Delegated Actions –

- Counting on someone else for a decision, information, action
- The problem? Keeping Track!
- The answer? **Waiting For** List

		8/23 - Mary F. - sent final budget for review
		8/23 - Tom T. - finding site for Malloy meeting
		8/24 - Bob Frank - sent email reminder about contract

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The Productive Leader

- Clearly defines outcomes/next actions when delegating
- Is willing to negotiate priorities
- Respects an employee's workspace, time and priorities
- Doesn't create emergencies through delay or personal disorganization

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The Productive Team

- Meetings always start with – “At the end of this meeting we will have…”
- Meetings end with ‘What’s the next action and who is responsible?’
- Requests for action are clear and defined
- Respect others’ workspace, time and priorities

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