



# PERSONAL PRODUCTIVITY EQUALS TEAM POWER

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, work on the wrong priorities, or forget tasks), team productivity is cut by an average of 24%. On the other hand, teams that have a shared process for managing workflow foster trust, engagement, and efficient execution.



## WHAT IS GETTING THINGS DONE?

The Getting Things Done® (GTD®) methodology was developed 30 years ago by *New York Times* bestselling author David Allen. The course 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. When used consistently and collectively, GTD skills also give teams a “way of working” for improved results.

The on-demand experience of Getting Things Done harnesses the latest instructional design behind modern learning to deliver a flexible and interactive experience that translates into real behavior change.

# Course Details

*The on-demand experience of Getting Things Done is self-directed and delivers 4–6 hours of instruction. Users learn skills through bite-sized modules that feature video, quizzes, and application exercises. They are guided through how to apply the GTD skills to their own work and life.*

## COURSE MATERIALS

*Getting Things Done: the art of stress-free productivity* ebook

Sixty days of access for a public course

Twelve months of access for a private course

Job aids for reminder and retention

Digital course completion certificate

Five weeks of application and retention support through post-training resources, and emails

## COURSE ADMINISTRATION

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

Course managers distribute the registration link and track users' progress and achievement. A course manager can also message individuals or groups for encouragement and reminders.

## Lessons

### 1 INTRODUCTION

- Learn how the CCORE methodology can help you achieve the ideal productive state.

### 2 CAPTURE

- Capture everything in and out of your head.
- Direct your inputs to a few chosen capture tools.

### 3 CLARIFY

- Decide what your stuff means to you.
- Identify next actions to get moving and overcome procrastination.
- Process the items in your inboxes regularly and effectively to avoid fatigue and backlog.

### 4 ORGANIZE

- Utilize your calendar more effectively to free up more time.
- Optimize your lists to transform the way you work.

### 5 REFLECT & ENGAGE

- Use your system to take appropriate action with confidence.
- Learn how to say no with integrity.

### 6 RENEW THROUGH REVIEW

- Review your system weekly so it's always current.
- Make key connections between short-term tasks and long-term goals.

### 7 NEXT STEPS

- Retain learning and refine your skills with online resources.
- Receive weekly email tips and prompts.
- Read helpful articles and videos.
- Access worksheets and take assessments.

## What's the next step?

If your team or organization could benefit from the skills taught in Getting Things Done, contact us today to learn more.

**Call 1-800-449-5989 or visit us at [CrucialLearning.com](https://CrucialLearning.com)**

