How to get stuff done

Use the following flowchart (adapted from a "Getting Things Done" by David Allen, 2001) as a guiding process to complete tasks. Think of everything you need to do and take each item through the process. Do this regularly. If you're finding it difficult to prioritize, see our Setting Priorities handout.

Trash

What is the task?
Do I need to take action on this?

NO

STUFF YOU NEED TO DO

"Someday" or "maybe" list

YES

What's the next action?
If it's a project with lots of parts, break it down and define each step.

Just do it (5 min rule)

NOW

When do I need to do this task?

SOON

Schedule it, then do it
To do lists tend to snowball from one day to the next. If you plan things at a particular time and date on your schedule, you'll get more done.