GET CLEAR

Collect Loose Papers and Materials
Gather all accumulated business cards, receipts, and miscellaneous paper-based materials into your in-tray.

Get "IN" to Zero
Process completely all outstanding paper materials, journal and meeting notes, voicemails, dictation, and emails.

Empty Your Head
Put in writing and process any uncaptured new projects, action items, waiting for's, someday maybe's, etc.

GET CURRENT

Review Action Lists
Mark off completed actions. Review for reminders of further action steps to record.

Review Previous Calendar Data
Review past calendar in detail for remaining action items, reference data, etc., and transfer into the active system.

Review Upcoming Calendar
Review upcoming calendar events—long and short term. Capture actions triggered.

Review Waiting For List
Record appropriate actions for any needed follow-up. Check off received ones.

Review Project (and Larger Outcome) Lists
Evaluate status of projects, goals, and outcomes, one by one, ensuring at least one current action item on each.
Browse through project plans, support material, and any other work-in-progress material to trigger new actions, completions, waiting for's, etc.

Review Any Relevant Checklists
Use as a trigger for any new actions.

GET CREATIVE

Review Someday Maybe List
Review for any projects which may now have become active, and transfer to "Projects." Delete items no longer of interest.

Be Creative and Courageous
Any new, wonderful, hare-brained, creative, thought-provoking, risk-taking ideas to add into your system???

For additional information and educational resources visit davidco.com, gtdtimes.com, gtdiq.com and gtdconnect.com.