



# LIVE ONLINE CLASSROOM

## Course Details

4 Sessions

Time	Session	Learning Objectives
2 hours	<b>Session 1:</b> <b>INTRODUCTION &amp; CAPTURE</b>	<ul style="list-style-type: none"> <li>Learn how the <b>CORE™</b> methodology can help you reduce stress and increase productivity at work and at home.</li> <li>Develop a better alternative to keeping tasks, to-dos, and essential information in your head.</li> <li>Systematically collect and direct all of the inputs that eat at your attention.</li> </ul>
2 hours	<b>Session 2:</b> <b>CLARIFY</b>	<ul style="list-style-type: none"> <li>Learn how to decide what each input in your life means to you.</li> <li>Practice identifying the very next action that moves a task towards closure.</li> <li>Develop a personalized approach to processing inputs, which helps you avoid fatigue and backlog.</li> </ul>
2 hours	<b>Session 3:</b> <b>ORGANIZE</b>	<ul style="list-style-type: none"> <li>Begin using your calendar more effectively.</li> <li>Learn the efficiency hack of sorting next actions by context rather than topic.</li> <li>Create and track a simple, personalized inventory of your projects.</li> <li>Kickstart your trusted system, including a list-management tool.</li> </ul>
2 hours	<b>Session 4:</b> <b>REFLECT AND ENGAGE &amp; RENEW THROUGH REVIEW</b>	<ul style="list-style-type: none"> <li>Scan your calendar and lists at only the right times.</li> <li>Allow your trusted system to guide your actions.</li> <li>Keep your system current through a Weekly Review.</li> <li>Make key connections between short-term tasks and longer-term goals.</li> <li>Commit to implement GTD and follow-up with an accountability partner.</li> </ul>

### Participant Materials

- Digital toolkit
- Getting Things Done*, The *New York Times* bestselling book
- Five weeks of application and retention support through post-training resources, emails, and automated messaging

To learn more or get started with *Getting Things Done® Training*, call 1.800.449.5989 or visit us at [www.vitalsmarts.com](http://www.vitalsmarts.com).

### Five-Week Post-Training Learning Experience

- Retain learning and refine your skills with online resources.
- Receive weekly email tips and prompts.
- Get text-based (SMS) prompts and reminders on your phone.
- Take a GTD assessment.
- Receive a personal application Road Map.