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# Task Management

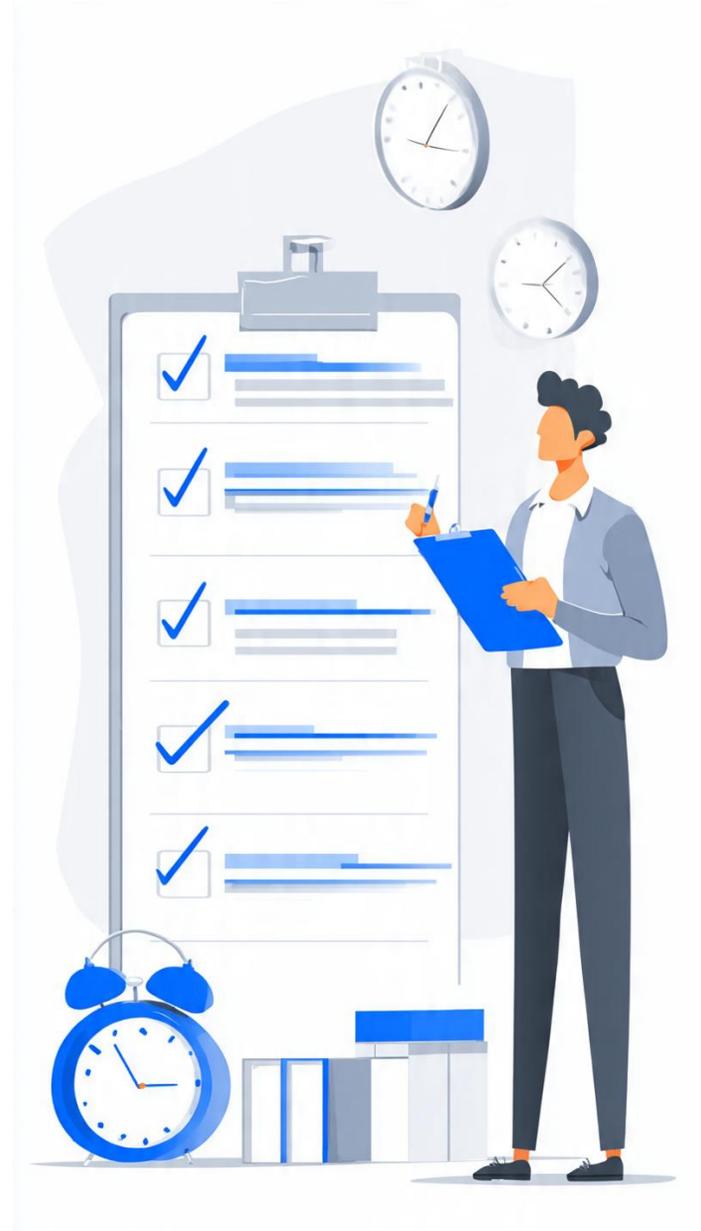
Get more done with less stress.

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Rod Lukey

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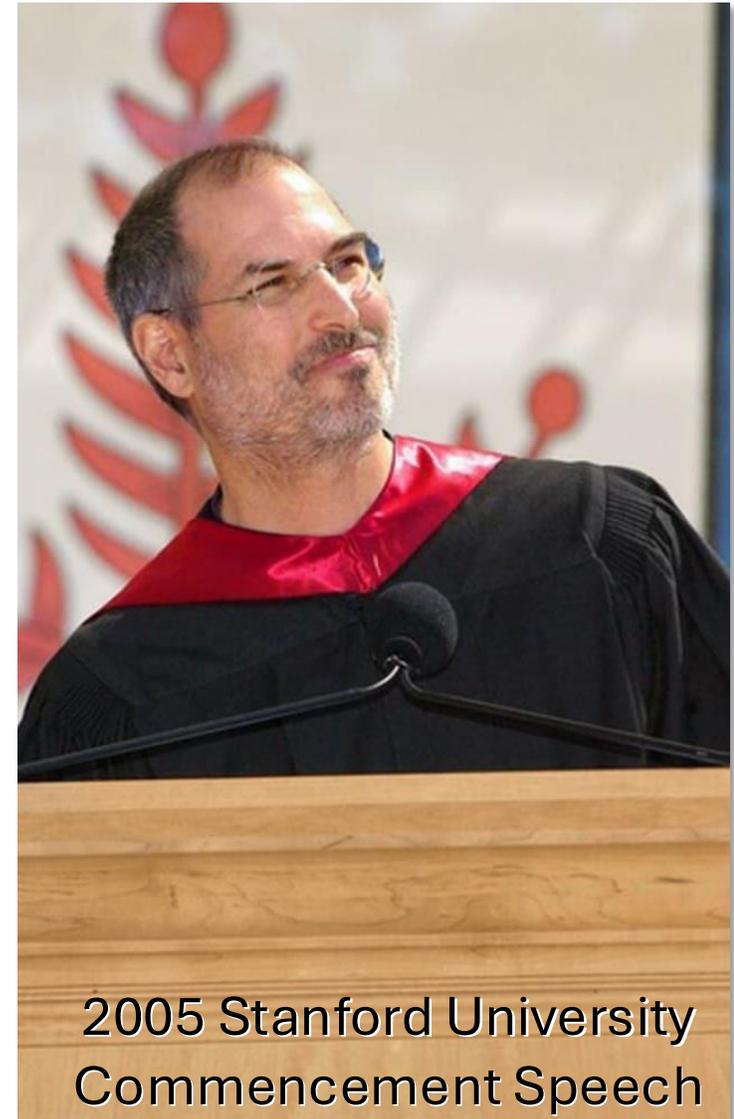
# Daily To Do List

- Today's objective is to build a Daily To Do List
- We will focus on the most important thing we need to be working on at any point in time
- In doing so we increase efficiency and reduce stress



# Steve Jobs - 2005

1. You can't connect the dots looking forward. You can only connect them looking backwards.
2. Keep looking until you find what you love. Don't settle.
3. You are going to die one day. You have nothing to lose.



# Two Number One Priorities

- This is the most important life lesson I will share with you today
- You can only have one number one priority
- How do I know what I am working on is my number one priority
- You need to see everything in your realm, organize it to suit your needs, and start “doing”



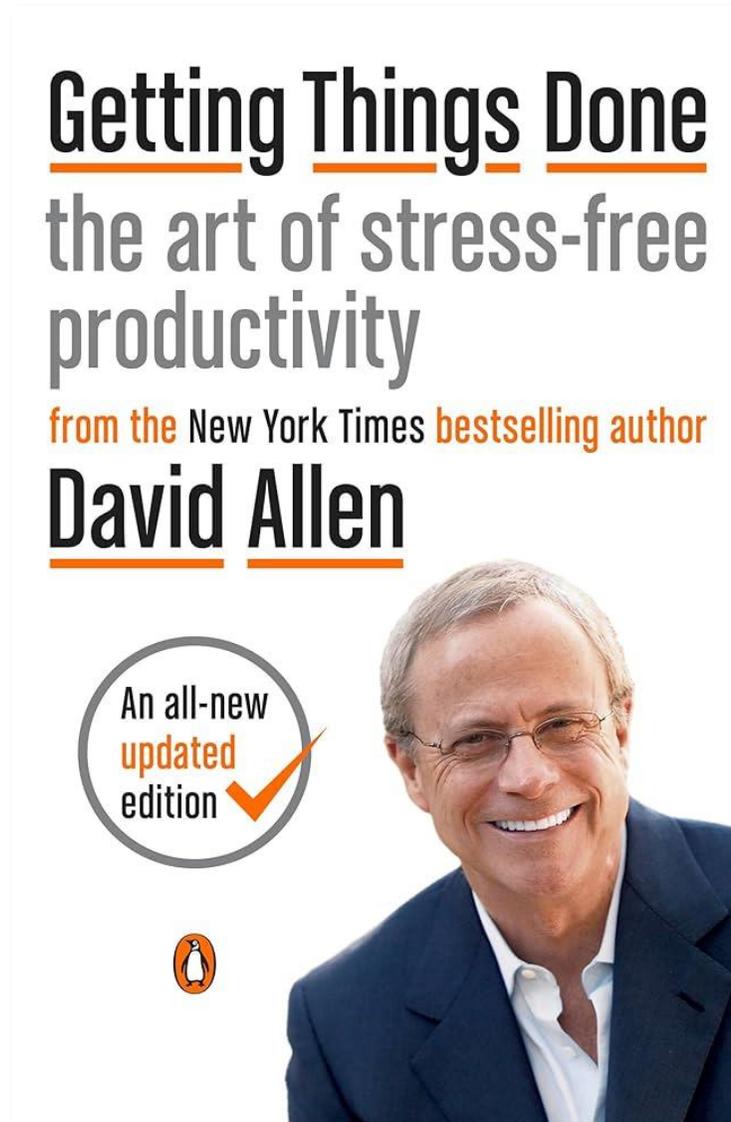
# Overwhelmed

- Too much work
- Felt out of control
- Frustration and Anxiety
- What should I be working on
- Googled “Getting Things Done”

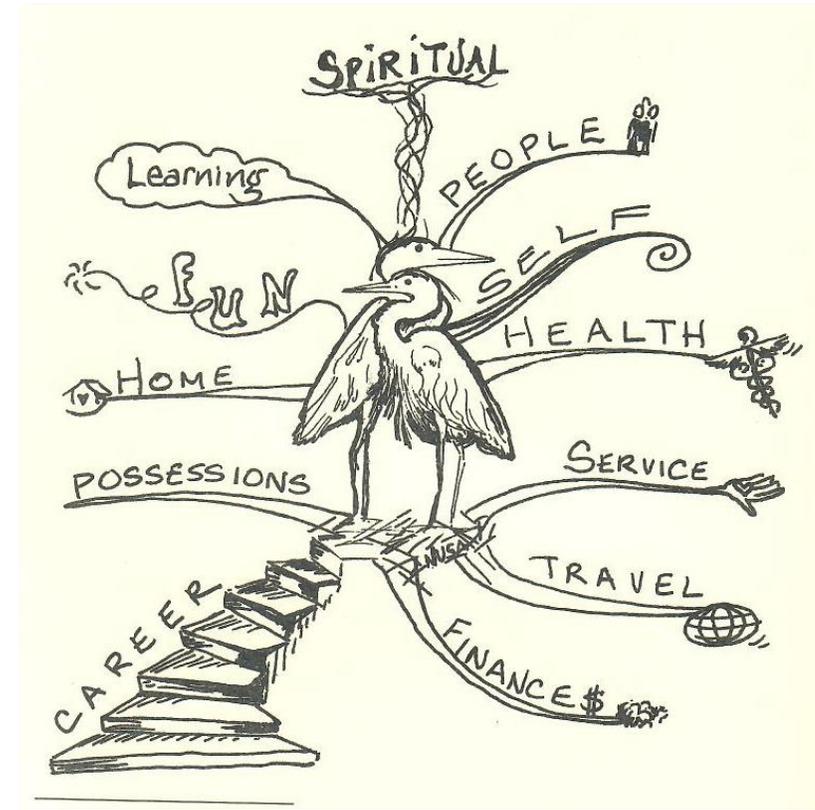
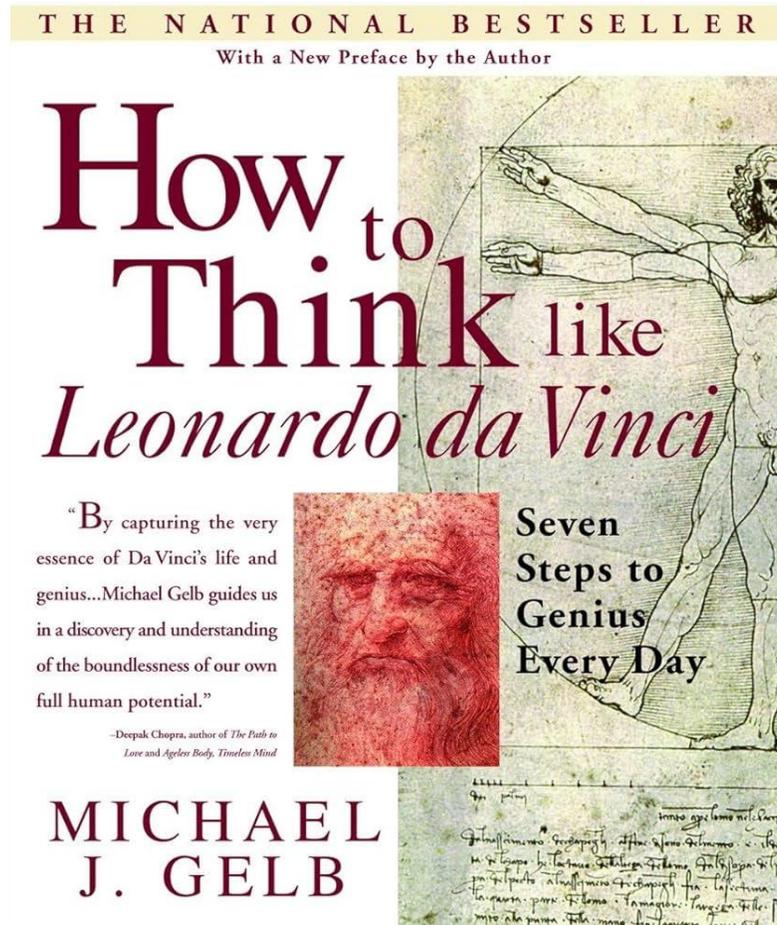


# GTD

1. Collect
2. Process
3. Organize
4. Review
5. Do



# Leonardo Da Vinci



# Free Download

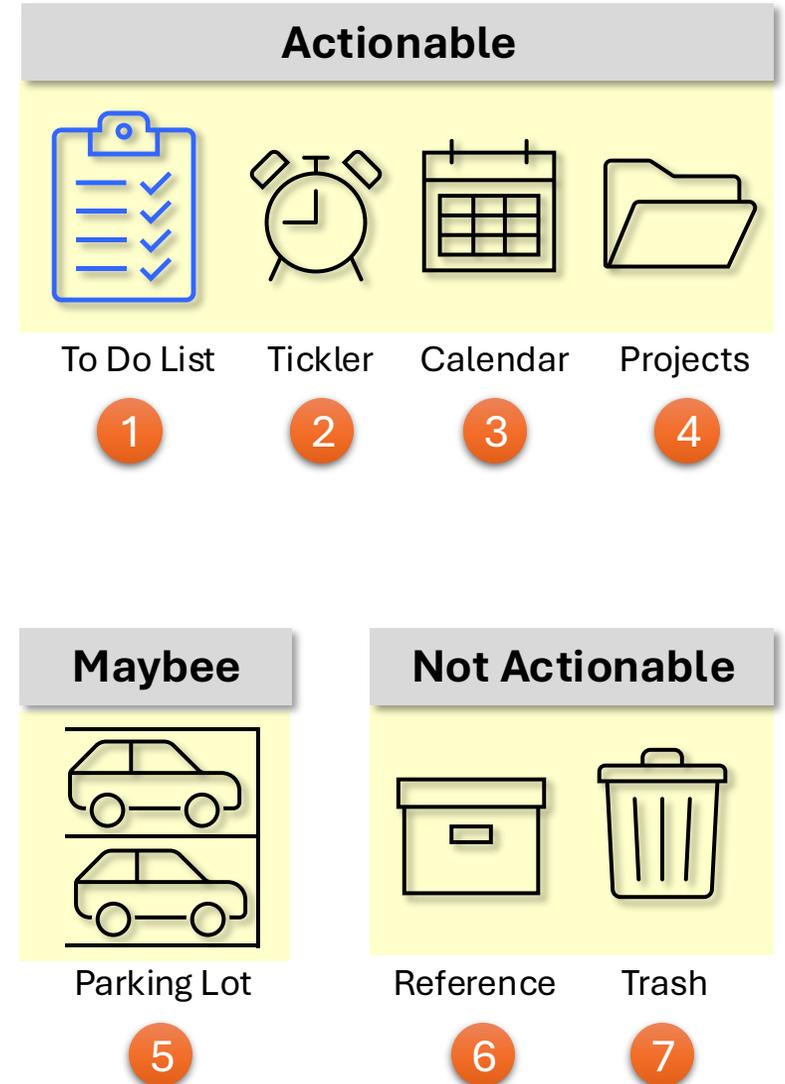
<https://xmind.com/download/xmind8/>



# xmind

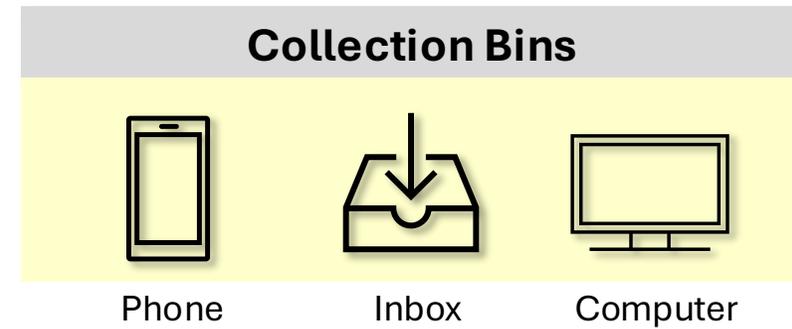
# 7 Endpoints

- Daily To Do List
- Tickler
- Calendar
- Projects Folder
- Parking Lot
- Reference File
- Trash



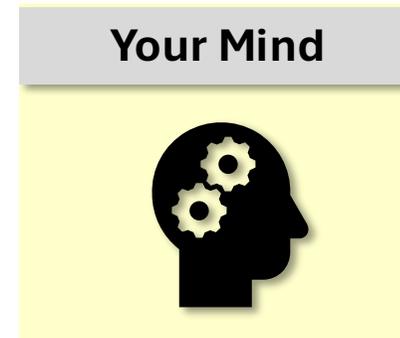
# Collection Bins

- As few as possible
- Electronic & physical
- Phone
- Inbox
- Email



# Stuff in Your Life

- Your Environment
- Your Mind
- TV
- Radio
- Discussions
- Your Home
- Mail
- etc.

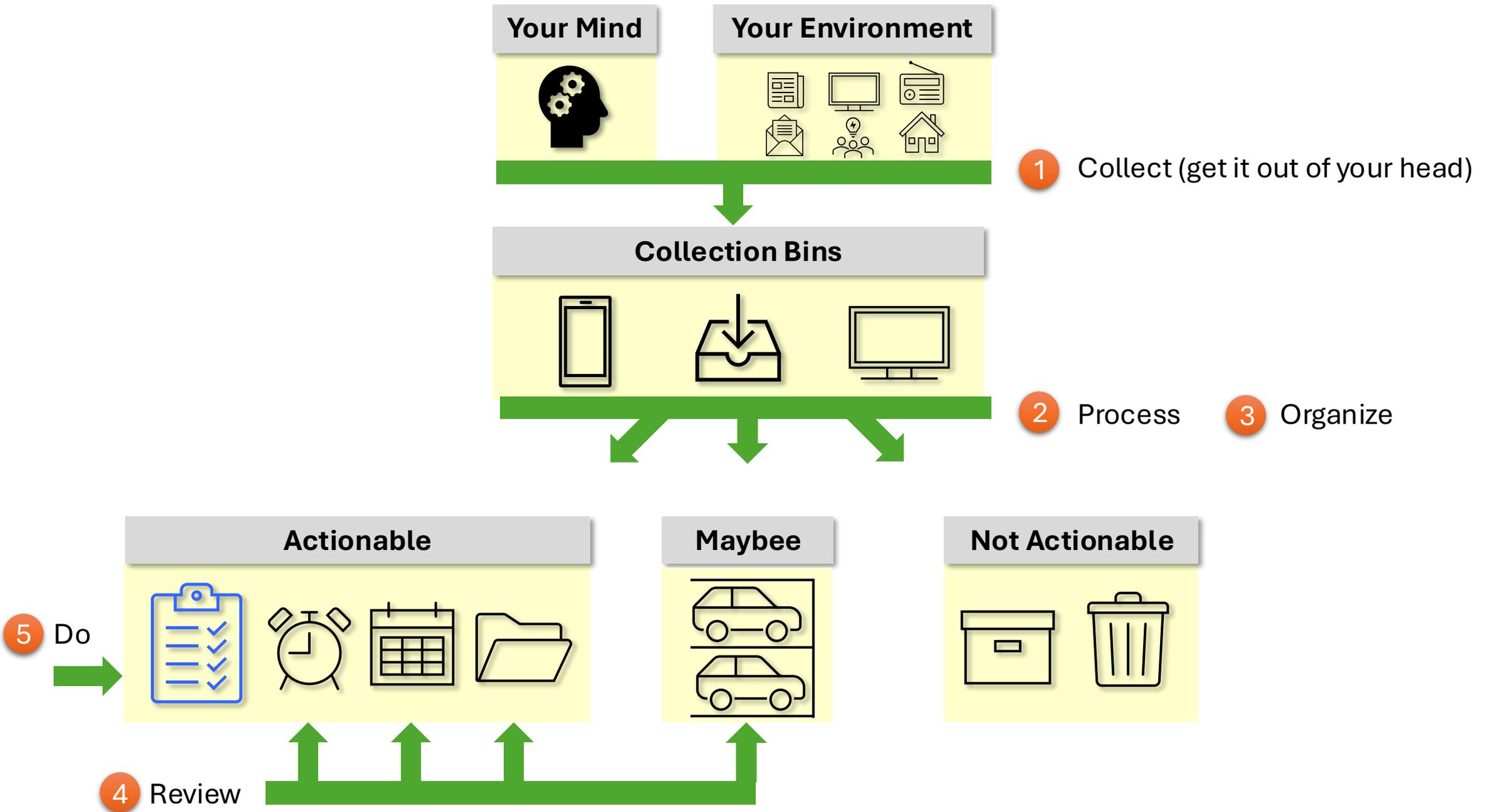


# Euchre Effect

- Dealer deals 5 cards to each of 4 players and flips over the top remaining card (e.g. 10 of spades)
- Spades is now trump (wild)
- Within spades the ace is the highest card and 9 is the lowest
- Except for the two black jacks
- The jack of spades is the highest and the jack of clubs is the 2nd highest – then comes the ace



# GTD



# Build with Layers

- Introduce the process
- Stop talking and do it
- Introduce the next process
- Stop talking and do it
- Rinse and repeat



# GTD

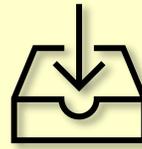
Sanitation bill arrives

Your Environment



1 Collect (get it out of your head)

Collection Bins



2 Process      3 Organize

Actionable



Maybe

Not Actionable

# Pomodoro Technique

- Choose a specific task
- Set a timer for 25 minutes
- Work focused until the timer rings
- Take a short break (5 minutes)
- After 4 Pomodoros, take a longer break (15–30 minutes)



# GTD

Work on taxes

Your Mind



1 Collect (get it out of your head)

Collection Bins



2 Process      3 Organize

Actionable

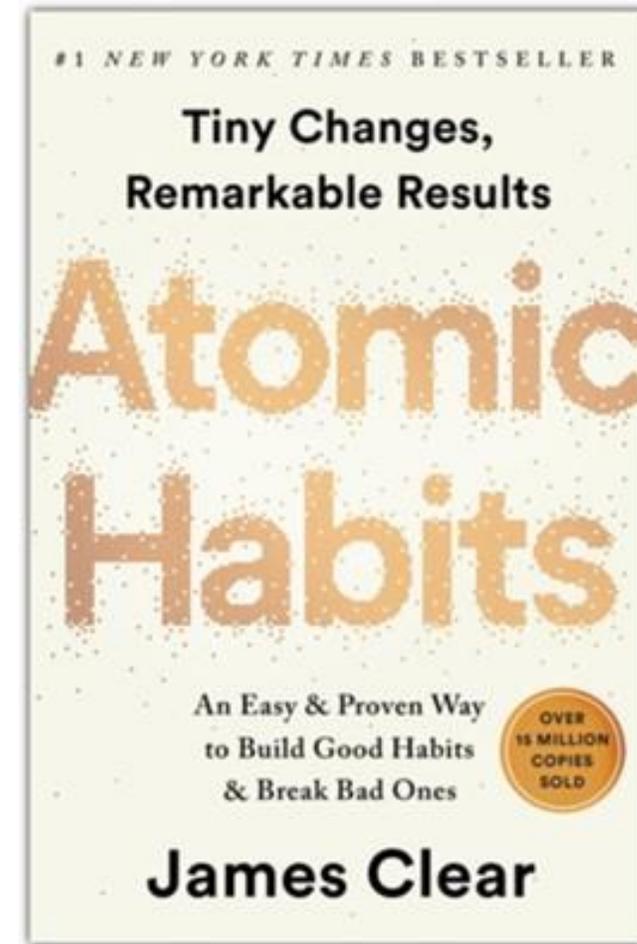


Maybe

Not Actionable

# Atomic Habits

- Focus on systems instead of goals
- Small, consistent improvements compound dramatically over time
- Place a new habit in front of an existing well-established habit - especially one you enjoy



# GTD

You just came home from your check-up it is time to log your next yearly check-up

Your Mind



1 Collect (get it out of your head)

Collection Bins



2 Process      3 Organize

2 minutes or less

Actionable

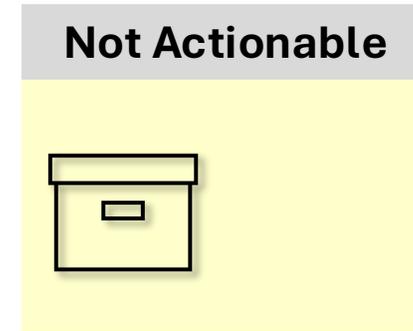
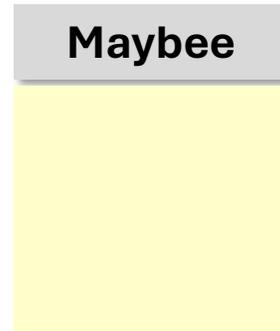
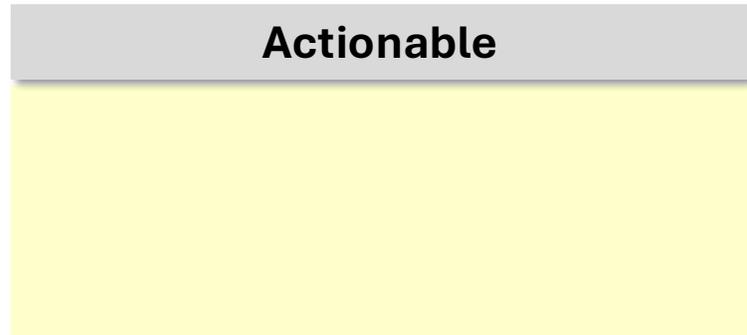
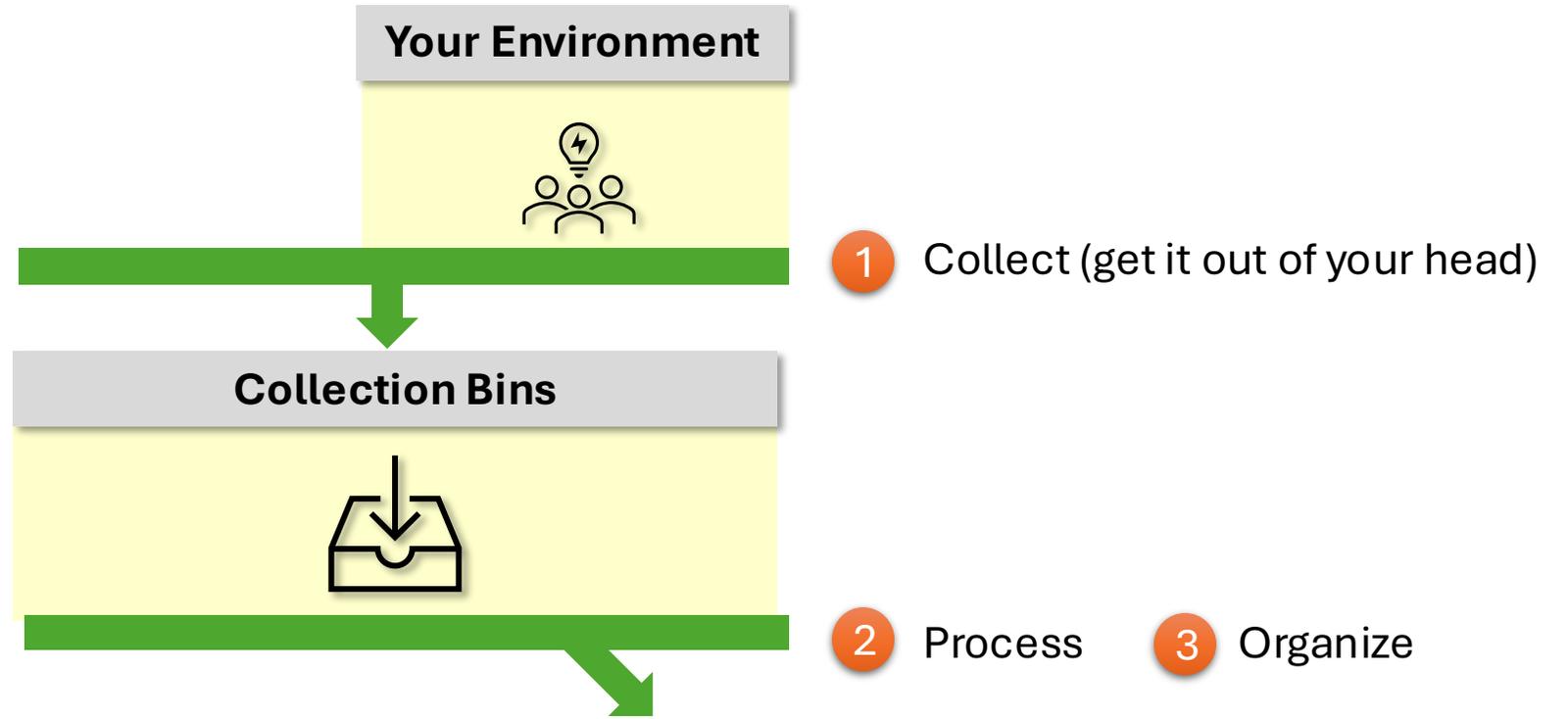


Maybe

Not Actionable

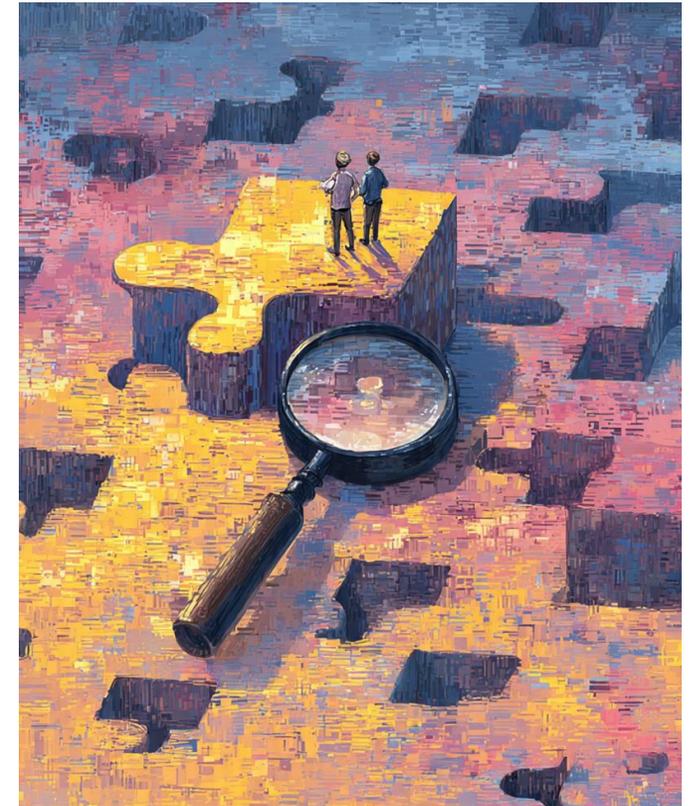
# GTD

You were accepted in a new job. They needed ID for your I-9 form. It is time to put away your passport.



A problem well defined  
is a problem half solved.

Charles Kettering



# GTD

You receive information in the mail about creating a will.  
You want to do it some time within the next 6 months.

## Your Environment



1 Collect (get it out of your head)

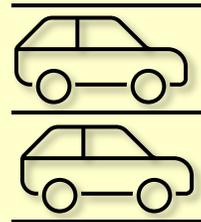
## Collection Bins



2 Process      3 Organize

## Actionable

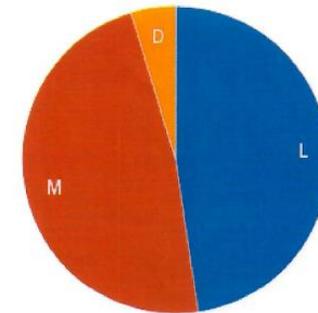
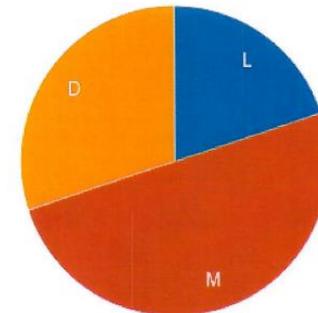
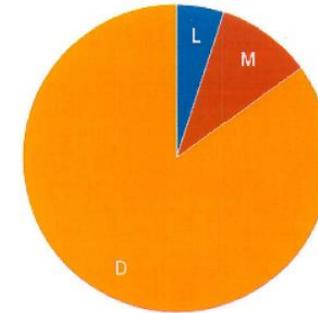
## Maybe



## Not Actionable

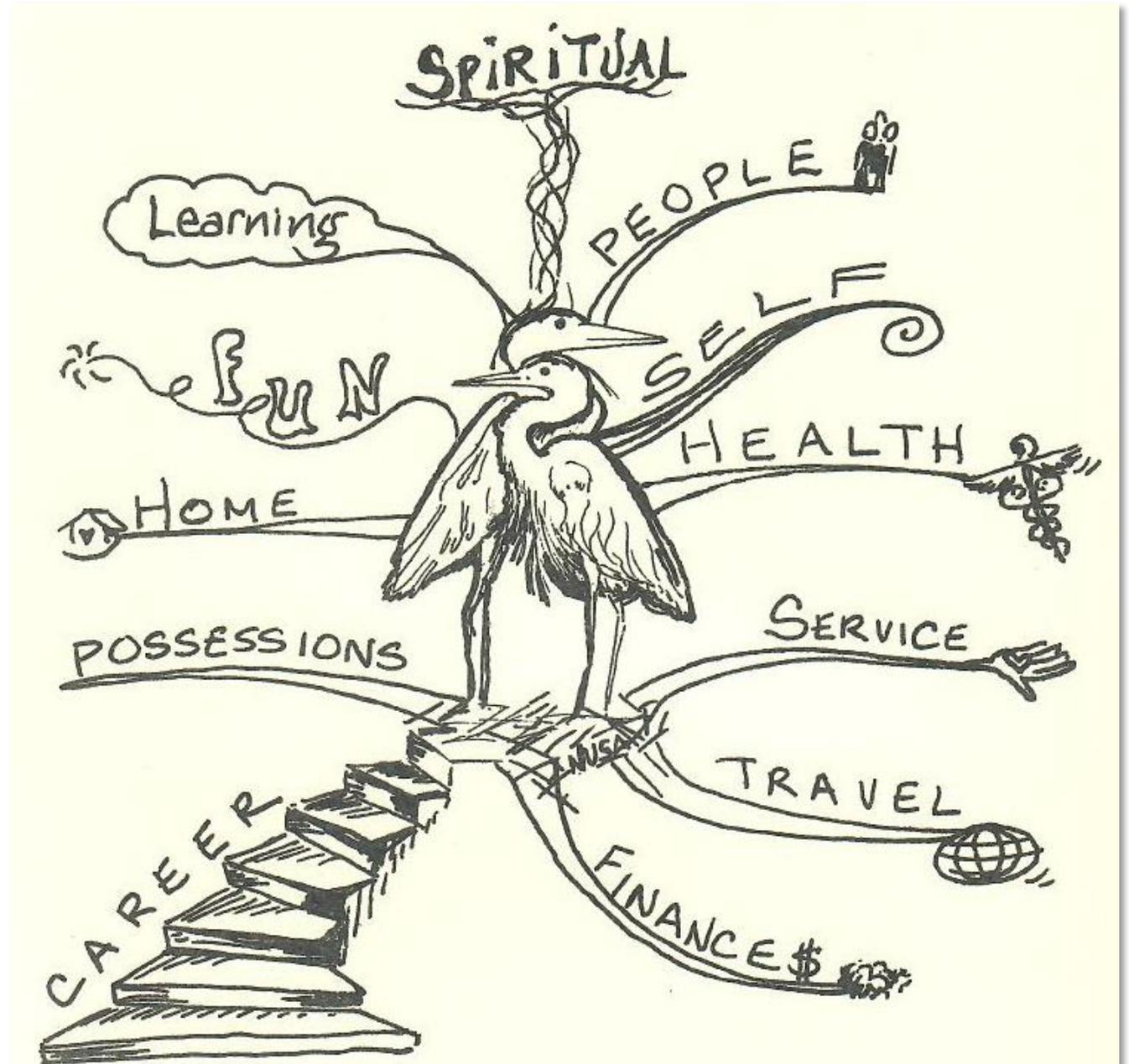
## Lead Manage Do

- Lead
  - Visualize, inspire, courage
    - suggestions: plan a vacation, write a book, volunteer, plan for retirement
- Manage
  - Organize, prioritize, schedule
    - suggestions: create today's To Do list
- Do
  - Focus, self-discipline, follow direction
    - suggestions: listen to music, silence phone, set timer



# Life Fitness

- Assume the role of Leader
- Think about your Life Pillars
- Capture ideas within each pillar
- Bring them into your GTD process when the time is right



# GTD

You know you want to eat healthier. People talk about Mediterranean diets. You decide to research healthy diets.



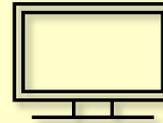
Your Mind



Your Environment

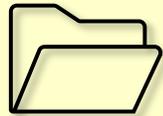
1 Collect (get it out of your head)

Collection Bins



2 Process      3 Organize

Actionable

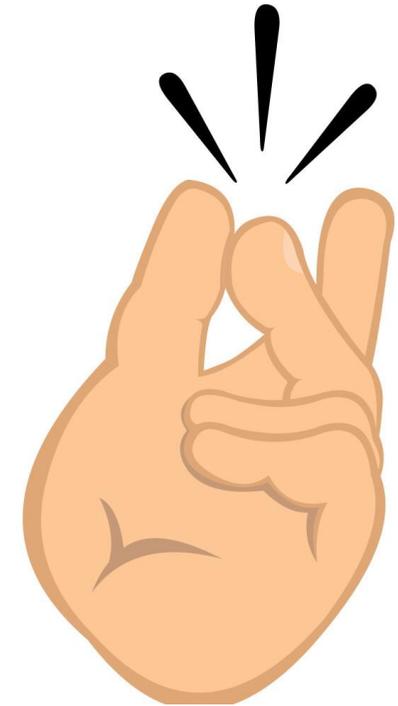


Maybe

Not Actionable

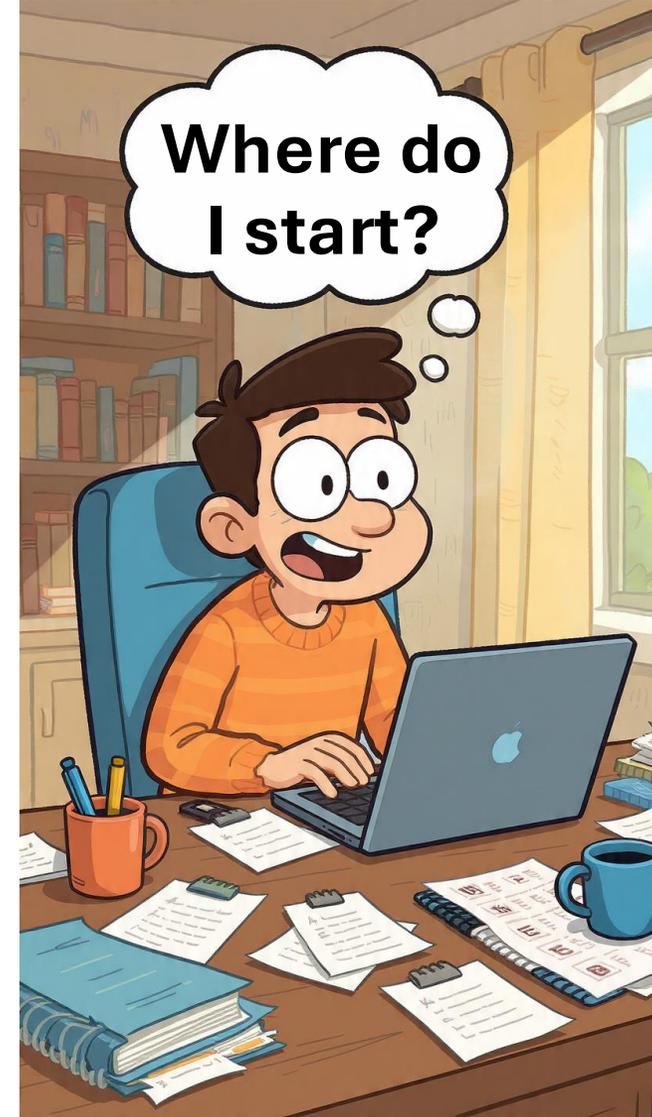
# Neuro-Linguistic Programming

- Think of a time when something great happened to you – filling you with extreme confidence
- Reflect on the memory – relive the positive energy – feel it once again
- Come up with a subtle gesture you care to link to this memory/feeling
- Execute the gesture and feel the energy



# Getting Started

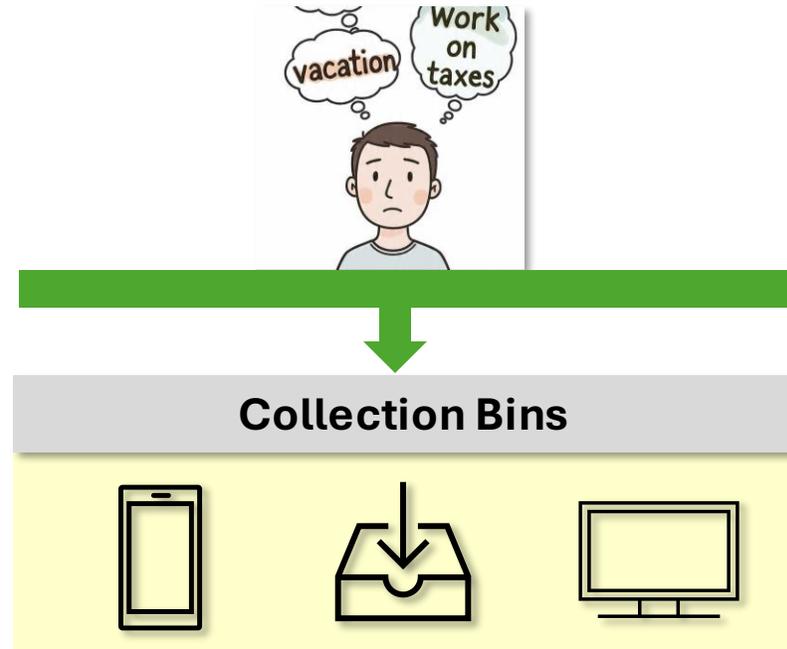
- Ask for a copy of this deck
- Set up your tools
  - To Do List
  - Tickler System
  - Calendar
  - Parking Lot
  - Reference System
- Clear your head and workspace
- Place everything in a collection bin
- Process/Organize, Review, Do



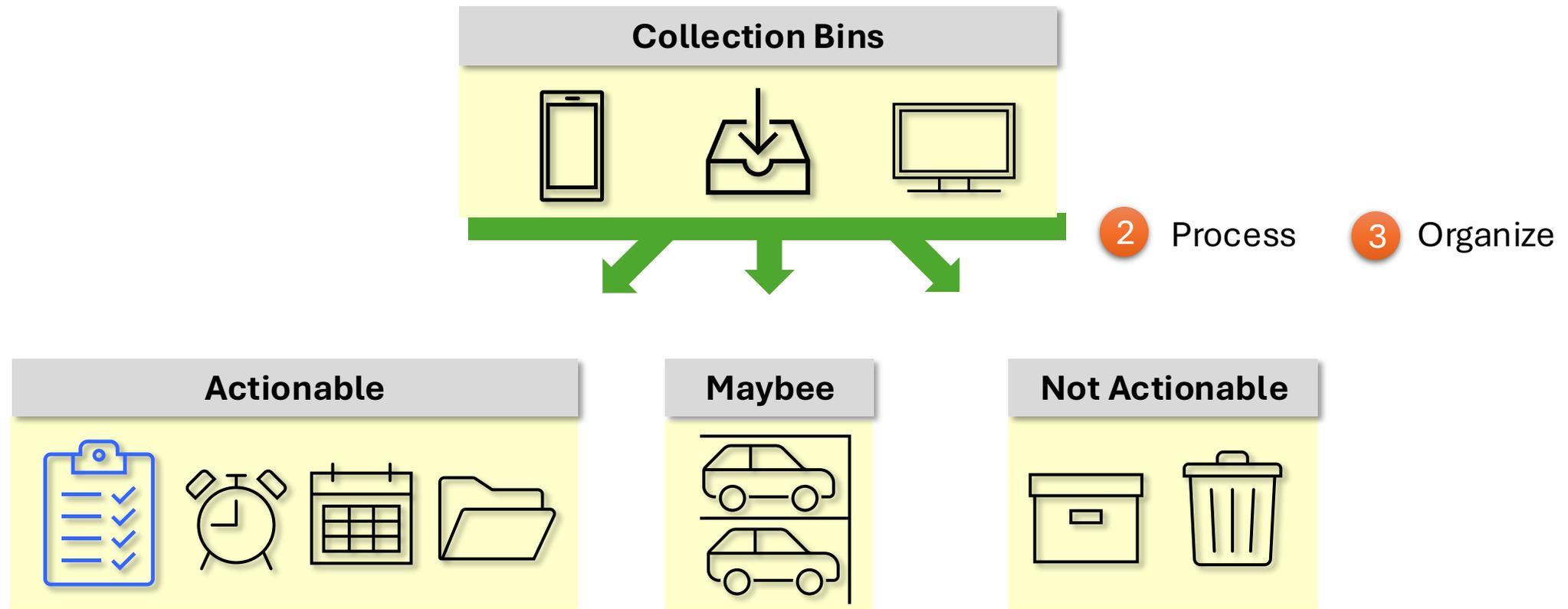
# Stuff in Your Head

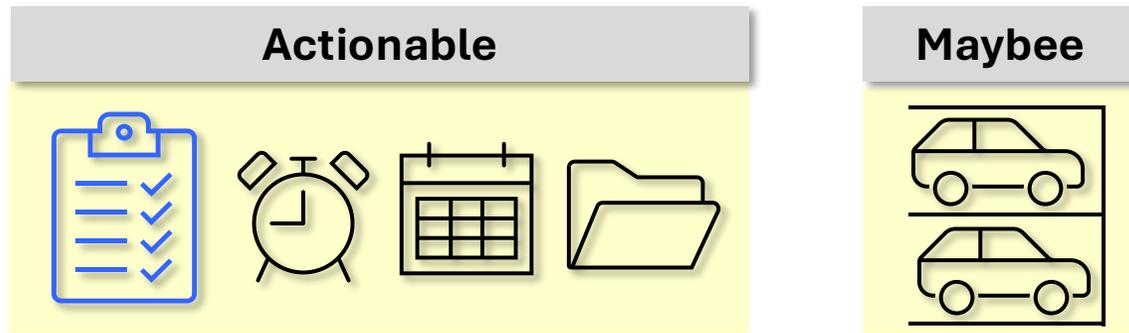
- Capture everything in your head
- Put it in a trusted place (collection bin)
- Keep your trusted places to a minimum





1 Collect (get it out of your head)





4 Review



5

Do

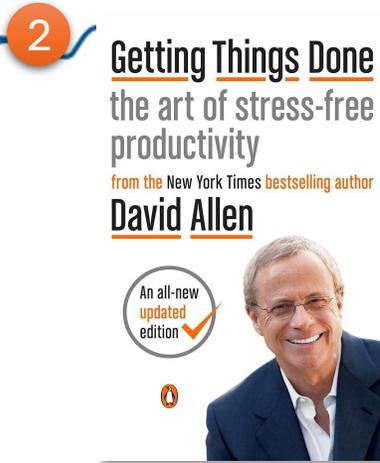
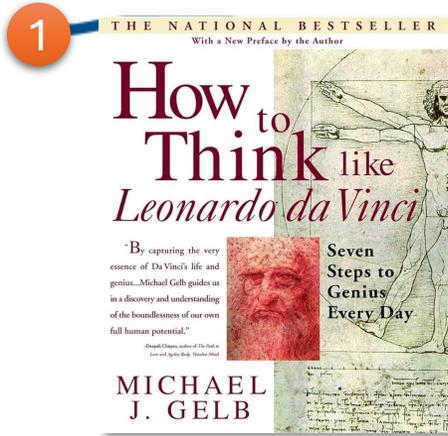
**Actionable**

The items in this list reflect your priorities for today beginning with your #1 priority.

- Break it down into next actions
- Use “work on” in your description
- Time box tasks on your calendar
- Put it in front of the door
- Start tasks with a verb
- Find your motivational force (music)
- Create a cockpit of control
- When things get confusing look at it from a higher lever (mind map it)
- Review your calendar 1 week out

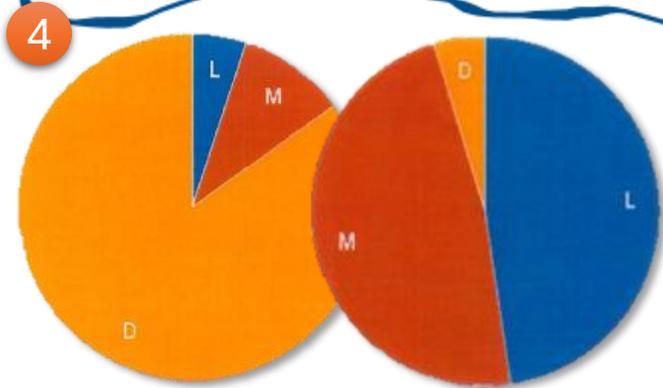


# Connect the Dots

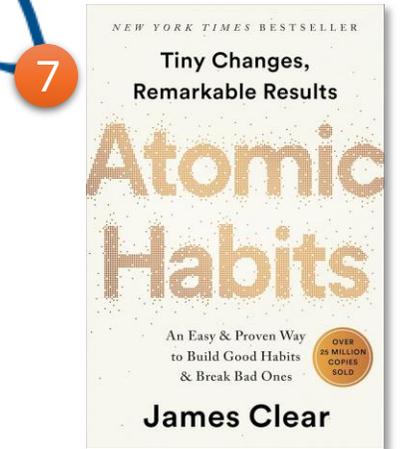
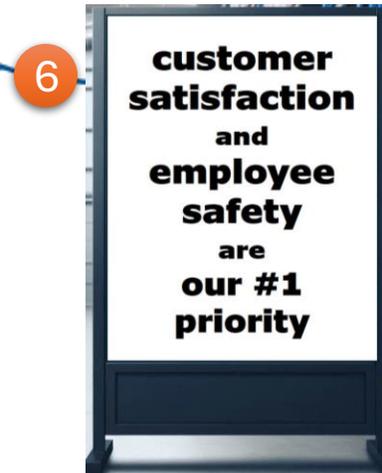


9 **NLP**

8 A problem well defined is a problem half solved.

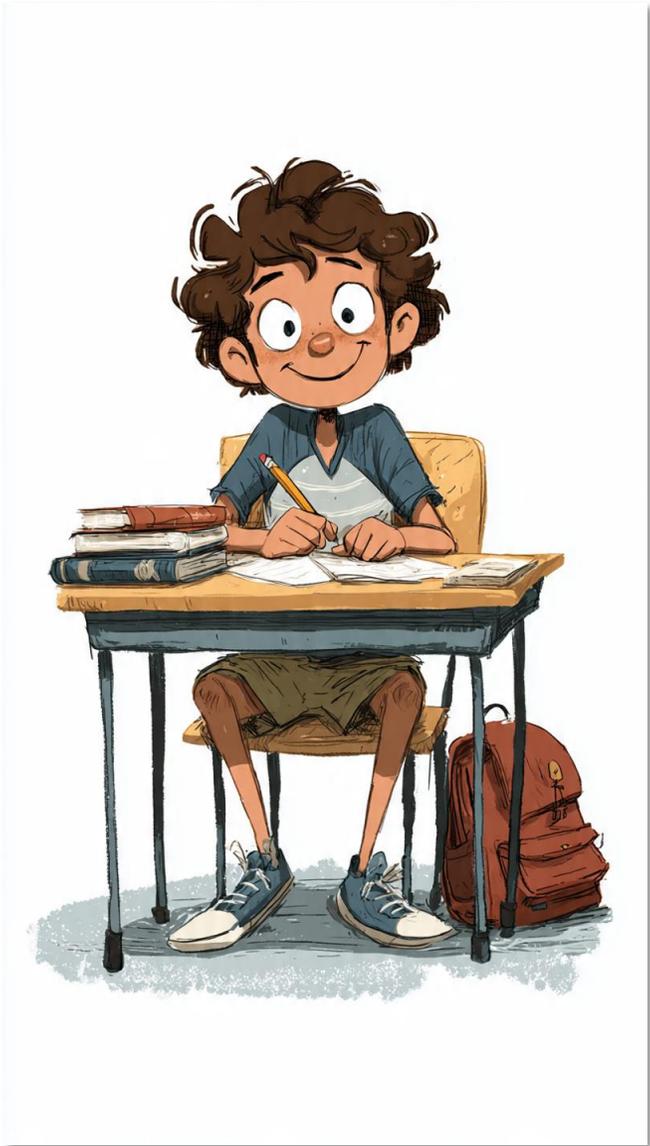


Lead – Manage - Do



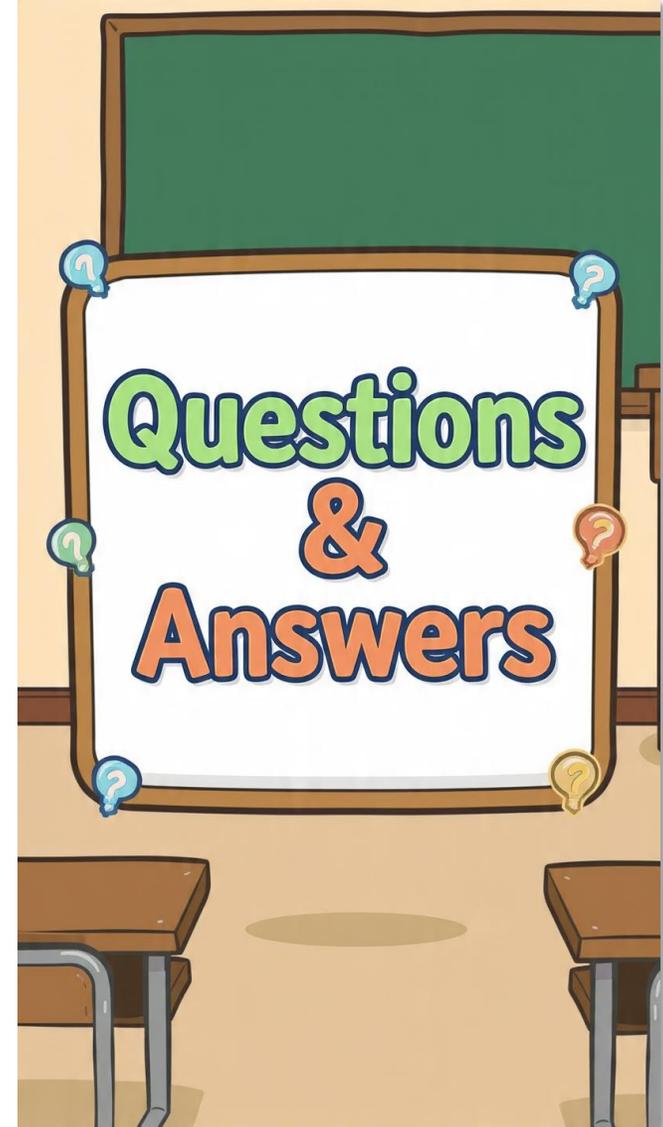
When the student is  
ready the teacher will  
appear.

Budda, Laozi, Lao Tzu, Tao Te Ching, etc.



# Q & A

- What time management system or tools are you using?
- Would you like to share something useful with the group?



Please Clap Now

