A PRESENTATION BY

HOGNE BØ PETTERSEN

Getting Things Done

HBP MEDIA

Getting things done

Getting Things DONE
The Art of Stress-Free Productivity

NATIONAL BESTSELLER

David Allen

"The personal productivity guru."
— Fast Company
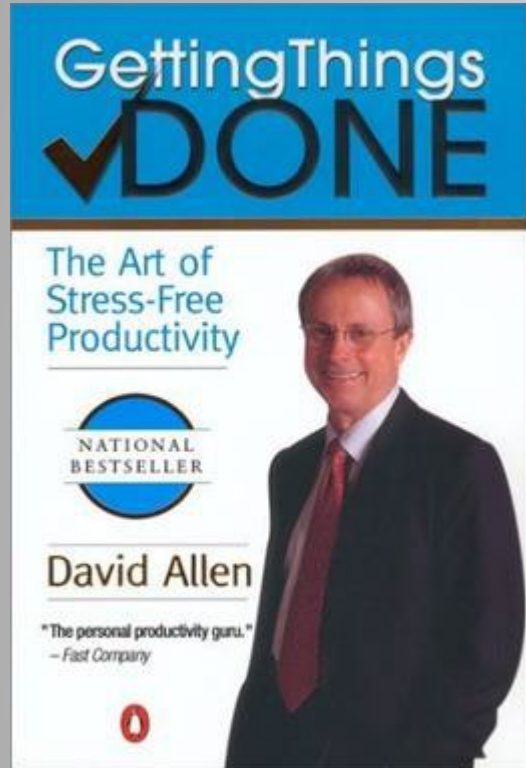
Method developed by David Allen
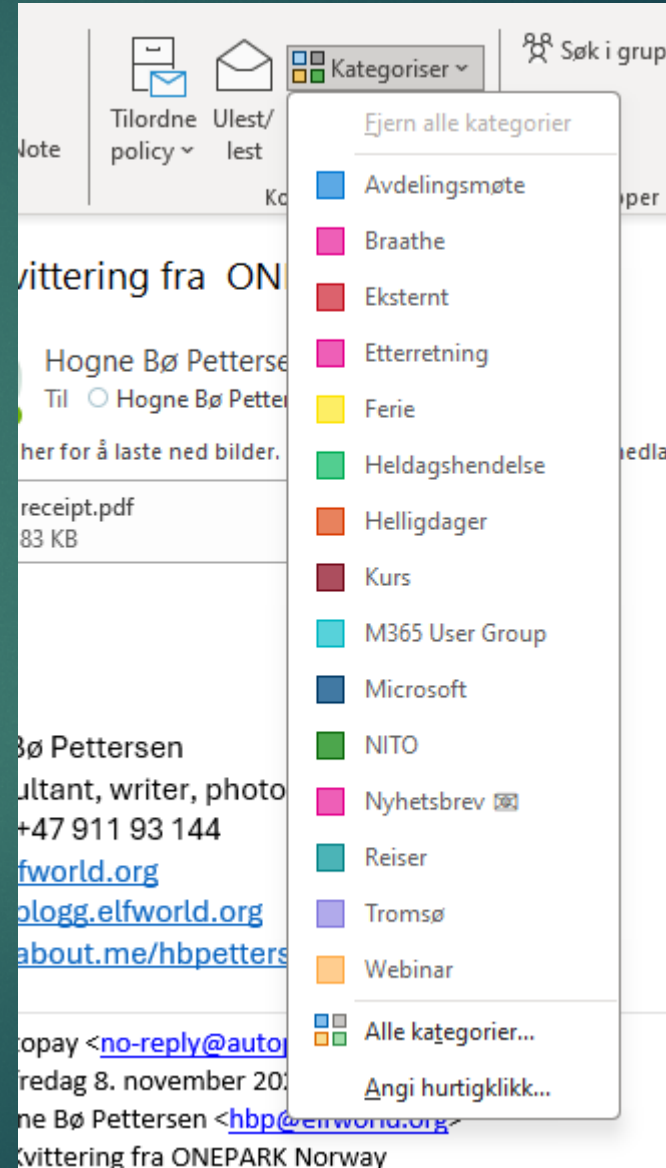
HBP MEDIA

Getting things done

Your Inbox is not a task system

Getting things done

Create 3 categories

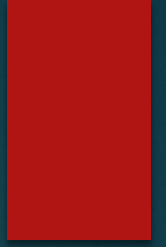1. Follow up
2. Delegated
3. Reading

Getting things done

DEMO

Getting things done

Book time for working with your emails

Getting things done

Work hours for Email

1. Morning
2. After lunch
3. Before I leave

Getting things done

DEMO

Getting things done

Empty your Inbox

1. Spam
2. Two minuters
3. Delegated
4. Follow up

Getting things done

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Getting things done

REVIEW

Daily
Weekly

Getting things done

Daily review

1. To Do
2. Reading
3. Plan for today
4. Follow up
5. Delegated

HBP MEDIA

Getting things done

Weekly review

1. What got done?
2. What went according to plan?
3. Extend due dates?
4. Calendar for next week
5. Review appointments
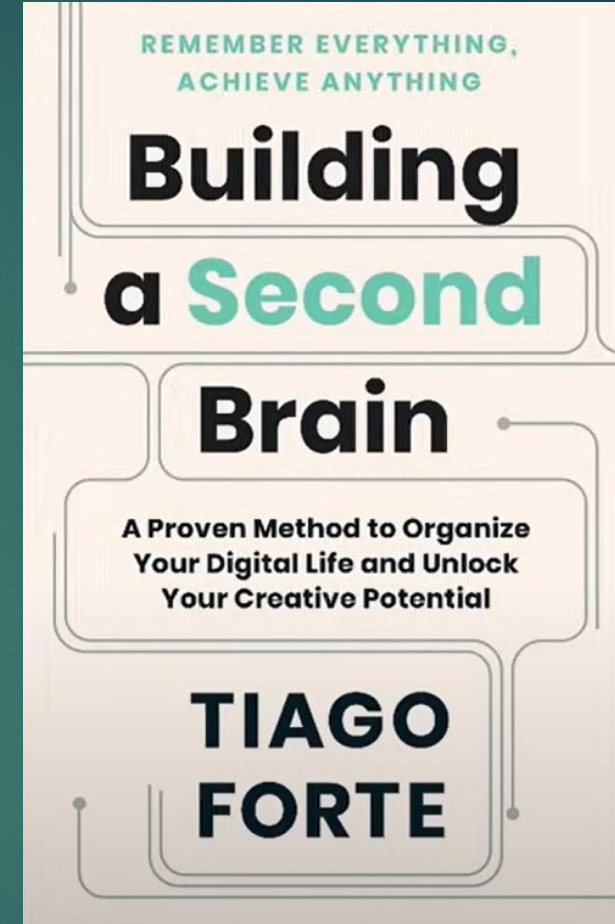6. Check To Do

Getting things done

SUMMARY

1. COLLECT
2. PROCESS
3. ORGANIZE
4. REVIEW
5. DO

PARA

Method developed by Tiago Forte

REMEMBER EVERYTHING, ACHIEVE ANYTHING

Building a Second Brain

A Proven Method to Organize Your Digital Life and Unlock Your Creative Potential

TIAGO FORTE

PARA

PROJECTS

AREAS

RESOURCES

ARCHIVE

DO

PARA

PROJECTS

- Introduce a new HR System
- Create a web site
- Plan a holiday
- Marketing campaign
- Organize a wedding

PARA

PROJECTS

- A set of decided action points
- Have a specific goal or deliverable
- Are temporary and have a due date

PARA

AREAS

- Your health
- Career
- Family
- Banking and finances
- Car maintenance

PARA

AREAS

- Variable action points
- Are ongoing
- No specific due date or final goal

PARA

RESOURCES

- Tips for video editing
- Watch list of YouTube videos
- Career tips
- Recipes
- Ideas and ad-hoc notes

PARA

ARCHIVE

PARA

DEMO

Hogne

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