

Getting Things Done

David Allen's [Getting Things Done](#) involves taking your to-do list and getting it on paper. It works in your personal life as well as your business. To get started, you'll need to create an inbox on your desk. Everything that needs to be done is going to be sitting in that box whether it's a paper that needs to be filed, a magazine that you wanted to read, or the 5 items on your to do list.

Once you've put everything into that inbox, its time to sort it through. The book will walk you through the process much more thoroughly and include the "official" way of working the system, but here are some tips on how I manage my inbox.

1. Start from the top of the inbox
2. If the item can be completed in less than 5 minutes, I do it right away. {Allen's book uses 2 minutes, but the number is not significant. Whatever time you feel is appropriate will work.}
3. If the item is something I need to keep for reference at some point down the road, it's put into my reference file. Your reference files can be created in any way you'd like as long as it will be consistent.
4. If the item is something that needs to be done in the very near future it's put into the action file. This file is something contains everything that is currently being worked on.
5. If the item is something I need to follow up on, or am waiting on the action of someone else, it goes into my waiting file.

The important thing to remember is that whatever filing system you create, it must be something that you will look at daily. And don't forget to get your to do list out of your head and onto paper every night before you go to bed.

Monday Morning VA

www.mondaymorningva.com

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