Getting Things Done Checklist

Key steps to getting more done in less time!
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**Step 1: Capture**
- Use the Objective Statement template to focus in on what you ultimately want to accomplish
- Use the Objective Statement template to list the "big chunks" of activities you will have to do to accomplish the objective
- Use the Mind Map template to capture all the tasks that will be required

**Step 2: Organize**
- Use the Project Plan template to turn your Mind Map into an organized work breakdown structure
- Note who will do the task, along with start and stop dates

**Step 3: Action**
- Execute the plan!
- Use time management techniques
- Use your Project Plan to manage the effort - keep it updated