



The Getting Things Done® (GTD®):  
The Art of Stress-free Productivity

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# PERSONAL PRODUCTIVITY EQUALS TEAM POWER

The success of critical projects and programs requires the skill, energy, and focus of every team member. Research shows that when just one or two team members make even small fumbles (miss deadlines, work on the wrong priorities, or forget tasks), team productivity is cut by an average of 24%. On the other hand, teams that have a shared process for managing workflow foster trust, engagement, and efficient execution.



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## WHAT IS GETTING THINGS DONE?

The Getting Things Done® (GTD®) methodology was developed 30 years ago by *New York Times* bestselling author David Allen. The course teaches skills to manage the constant flow of requests, tasks, and interruptions people face at all levels of the organization. By learning how to capture, clarify, and organize incoming requests, people are more likely to make strategic decisions about where to invest their time and energy, focus on the right priorities, and prevent critical projects from slipping. They are also less likely to experience stress and burnout.

The in-person experience of Getting Things Done is an engaging classroom course rich with peer discussion, real-time practice, and group support and coaching. Delivered in one day, this in-person course offers the best in traditional learning and development.

# PRODUCTIVITY PAYS

Crucial Learning research shows that a majority of your workforce (60.6%) rarely does an hour or two of deep, focused work each day without distraction. On the other hand, those who use the GTD skills are empowered to eliminate distractions and capture, clarify and organize incoming requests in a way that enables them to focus on the projects and people that are most important.

## EFFICIENCY

Nine of ten GTD® graduates report permanently changing a time-management behavior. They also report that their new skills save them an average of 21 to 40 minutes EACH DAY. One in three graduates say they save at least 41 minutes a day as a result of using their GTD skills.

## PERFORMANCE

Qualtrics, a leader in customer experience, trained new employees in Getting Things Done to help them onboard quickly. One hundred percent of training graduates reported improvement in their ability to hit deadlines and deliver on commitments. And 96% said GTD helped them improve their daily effectiveness or ability to execute and stay on course.

## QUALITY

Using GTD skills, eight out of ten training graduates at MasterControl, a software solutions company, said GTD helped them better process their email inbox. The team also reported a strong correlation between their new GTD skills and a positive trend in customer feedback.

## ENGAGEMENT

Teams that have a shared process for managing and executing work also foster cultures of trust and engagement. In the absence of productivity fumbles, coworkers trust that requests and commitments will get done. And when the workload is spread evenly across a team of full contributors, your most valuable players are less likely to burn out. The CEO of Menlo Innovations reports that learning the GTD skills not only generated results, but also reduced stress and increased joy in the workplace.

## EXECUTION

Crucial Learning research shows that people who use the GTD skills are 55 times less likely to say they start projects that never get finished and 18 times less likely to say they often feel overwhelmed.



# The GTD<sup>®</sup> Skillset

GTD teaches skills to help individuals improve focus and productivity and teams to foster trust and efficiency. When used consistently and collectively, they create a “way of working” that help teams produce better results.

## OBJECTIVES:

- Increase Individual Focus
- Prioritize Projects, People, Tasks
- Team Productivity & Trust
- Shared Process and Practices
- Improved overall engagement
- Stress-Free Work Environment



## 01 CAPTURE

Capture every commitment you make, whether to yourself or others.

## 02 CLARIFY

Identify the very next action you must take to move your commitments towards completion.

## 03 ORGANIZE

Organize your commitments in a trusted system—an “external brain.”

## 04 REFLECT & ENGAGE

Consider existing commitments before you make new ones, or say no with integrity.

## 05 RENEW THROUGH REVIEW

Get clear on your highest priorities and stay engaged with them through regular reviews.

### What's the next step?

Contact us today to learn more.  
Call 0 2728 0200  
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