

Getting Things Done (GTD)®



Course Number:	MTS GD 101	Scheduled Sessions:
Cost Per Person:	\$200/Participating, \$400/Non-Participating	January 23, 2020
Eligibility:	Managers & Supervisors	March 19, 2020
Instructor:	On demand/Supported by Kim Hanson	May 4, 2020
Length:	60 days to complete	June 11, 2020
Certificate Series:	Advanced Professional Development Certificate	
Location:	On demand course you can take in your office	

Overview:

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, fail to make critical handoffs, work on the wrong priorities, or forget tasks), team productivity is cut by an average of 24 percent. However, teams that have a shared process for managing and executing work foster cultures of trust, engagement, and execution.

Getting Things Done® (GTD®) Training 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.

Objectives:

- Capture all incoming requests in a few key places
- Process your inbox more effectively
- Take action on tasks rather than procrastinating
- Organize tasks and projects to maximize efficiency
- Do the right things in the right moments
- Align time and resources to be productive, not just busy