



GETTING THINGS DONE – GTD

Developed by **David Allen**, this is one of the simplest and most objective time management tools and techniques. With the GTD method, you can increase productivity and achieve an elevated professional performance.

To perform the technique, you must follow five steps:

1. **Collect:** list all the tasks that need to be done.
2. **Processing:** analyze the list of demands and identify those that require action or not.
3. **Organization:** organize the tasks and set a deadline for them to be completed.
4. **Execution:** perform the intended tasks. No distractions and interruptions.
5. **Review:** periodically review task execution strategies and make certain adjustments, if necessary.