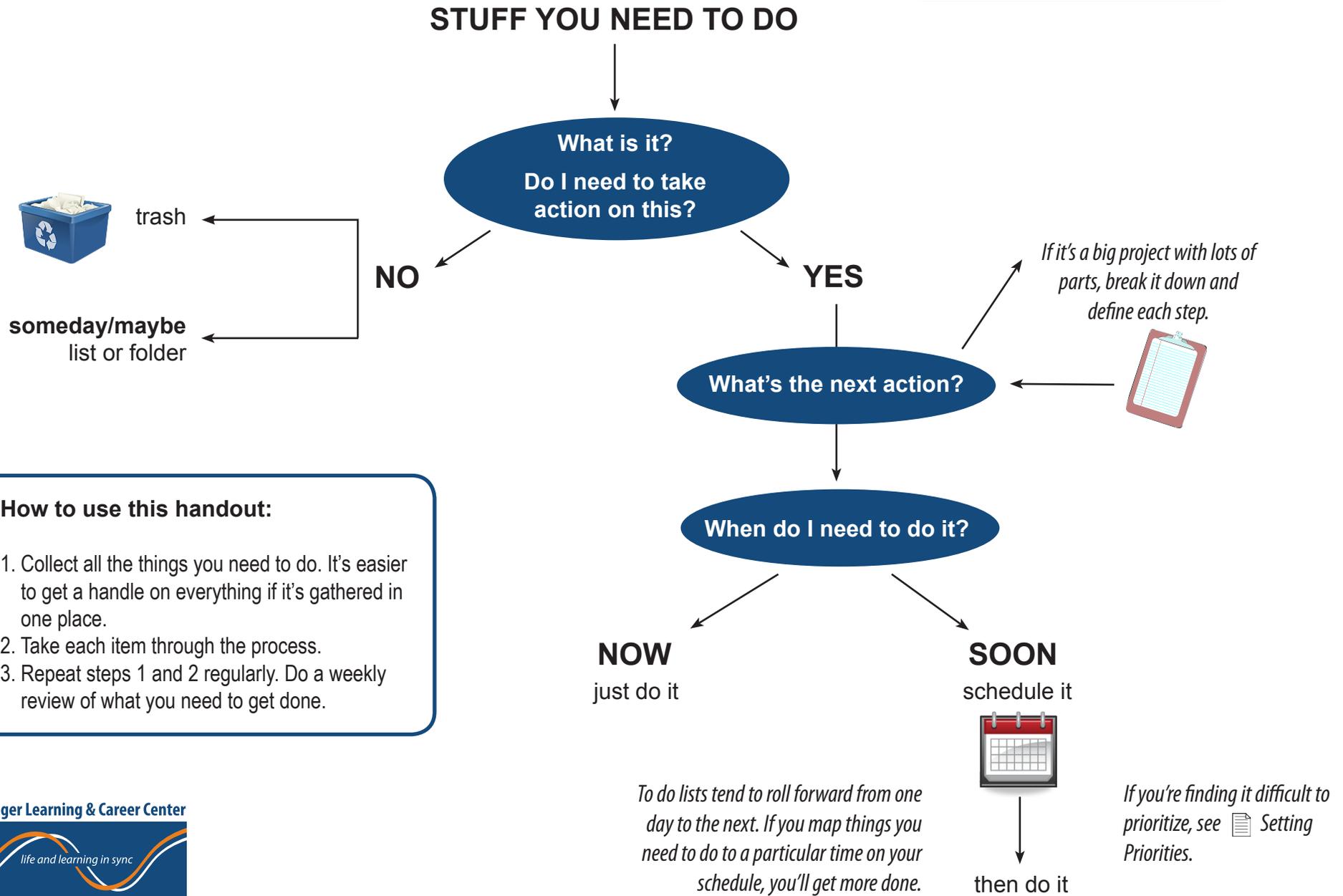


# how to get stuff **DONE**

adapted from  
**Getting Things Done**  
by David Allen (2001)



**How to use this handout:**

1. Collect all the things you need to do. It's easier to get a handle on everything if it's gathered in one place.
2. Take each item through the process.
3. Repeat steps 1 and 2 regularly. Do a weekly review of what you need to get done.

To do lists tend to roll forward from one day to the next. If you map things you need to do to a particular time on your schedule, you'll get more done.

If you're finding it difficult to prioritize, see Setting Priorities.