



Getting
Things Done®



PRODUCTIVITY WITH PURPOSE

provided by EDUCATION SERVICE CENTER
REGION 11

The success of critical projects and programs requires the skill, energy, and focus of every team member. In a recent survey, respondents estimated that when just one or two team members misses deadlines, works on the wrong priorities, or forgets tasks, team productivity is cut by an average of 24%. Conversely, when teams use the GTD® skills, they report improved trust, engagement, and efficiency.

PERSONAL PRODUCTIVITY EQUALS TEAM POWER

SKILLS FOR PEAK PERFORMANCE

The Getting Things Done® (GTD®) methodology was developed 30 years ago by *New York Times* best-selling author David Allen. While David originally developed the methodology by observation, experimentation, and practice, researchers have since shown that the principles taught in GTD relieve cognitive load, allow for increased focus, even result in peak performance and optimal experience, or what is popularly called “flow.”

In other words, GTD isn't only about getting things done. The real promise of GTD is efficient engagement. It's productivity with presence and purpose.

SEPTEMBER 20 -OR- DECEMBER 17, 2024

Register for any of our courses at www.es11.net and click on “Register” or contact Jennifer Baadsgaard at jbaadsgaard@es11.net or 817-740-7640 for more information on a course given at your location.



Productivity Pays

*Getting Things Done has helped graduates and clients **improve efficiency, workplace productivity, engagement, and more.***

EXECUTION

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.

TIME MANAGEMENT

At MasterControl, 80% of GTD graduates said they are better at processing their email inbox. They also reported a strong correlation between their new GTD skills and a positive trend in customer feedback.

PERFORMANCE

At Qualtrics, 100% of GTD graduates said they improved 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.

EFFICIENCY

Nine of ten GTD graduates report their new time management skills save them an average of 21 to 40 minutes EACH DAY.

ENGAGEMENT

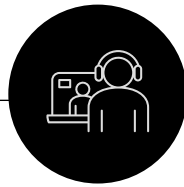
At Menlo Innovations, employees reported that the GTD skills helped them reduce stress and find greater joy in their work.

Getting Things Done is available in the following learning formats:



ON-DEMAND

This self-paced course offers 4–6 hours of on-demand instruction and 60 days of access for public workshop participants or up to 12 months of access for private sessions.



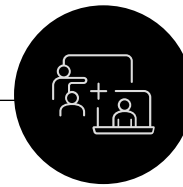
VIRTUAL

Virtual, instructor-led learning is delivered in three 2.5-hour sessions.



IN-PERSON

In-person classroom learning is delivered as a one-day (6.5-hour) course.



BLENDED

Blend your preference of learning formats. For example, supplement on-demand learning with in-person or virtual instruction.

About the Book

The *New York Times* bestseller *Getting Things Done: The Art of Stress-Free Productivity* brings together decades of research and a gold mine of strategies for getting more accomplished with less effort.

