

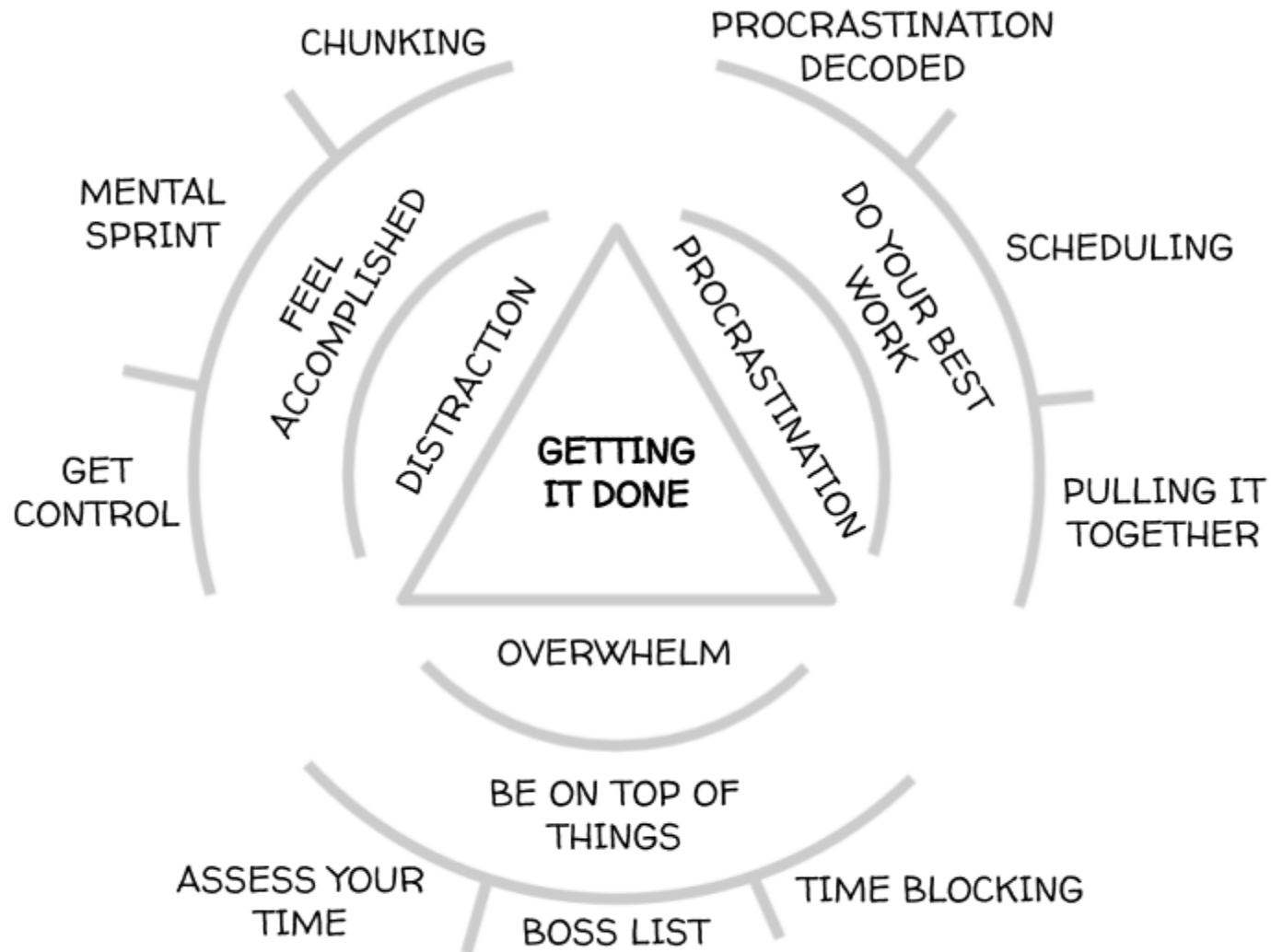


BONUS – GETTING IT DONE WORKSHEETS

WE'RE ALL GOING TO TRY THESE WORKSHEETS SEVERAL TIMES AS WE PRACTICE MAKING THESE TECHNIQUES A HABIT. YOU'LL WANT TO PRINT THE WORKSHEETS (THIS DOCUMENT) AS MANY TIMES AS YOU NEED THEM. THIS IS ABOUT TRYING THEM OUT, MAKING MISTAKES AND TRYING AGAIN.

1. TRIANGLE MODEL
2. PRODUCTIVITY WORKSHEET
3. WEEKLY BOSS LIST
4. TIME BLOCKING
5. CONTROL WORKSHEET
6. MENTAL SPRINT ESTIMATING
7. CHUNKING WORKSHEET
8. PROCRASTINATION DECODED WORKSHEET
9. PRIORITIES WORKSHEET
10. WEEKLY BOSS PLAN
11. ANCHOR IN TIME

GID TRIANGLE MODEL



GETTING IT DONE – BE THE BOSS OF YOUR BRAIN

PRODUCTIVITY CHART

	UNATTRACTIVE	ATTRACTIVE
PRODUCTIVE		
UNPRODUCTIVE		

GETTING IT DONE – BE THE BOSS OF YOUR BRAIN

WEEKLY BOSS LIST

ALL TASKS YOU THINK YOU HAVE TO DO THIS WEEK	3-5 MOST IMPORTANT TASKS FOR THE WEEK	3-5 SECONDARY TASKS FOR THE WEEK

GETTING IT DONE – BE THE BOSS OF YOUR BRAIN

TIME BLOCKING

7:00 AM	
8:00 AM	
9:00 AM	
10:00 AM	
11:00 AM	
12:00 PM	
1:00 PM	
2:00 PM	
3:00 PM	
4:00 PM	

GETTING IT DONE – BE THE BOSS OF YOUR BRAIN

CONTROL WORKSHEET

DISTRACTIONS IN MY CONTROL	DISTRACTIONS OUTSIDE MY CONTROL
WAYS TO MANAGE MY DISTRACTIONS	

MENTAL SPRINTS

YOUR 3 MOST IMPORTANT TASKS FOR THE WEEK	HOW MANY MENTAL SPRINTS YOU ESTIMATE YOU'LL NEED TO GET EACH TASK DONE	HOW MANY MENTAL SPRINTS YOU ACTUALLY NEEDED TO GET EACH TASK DONE

GETTING IT DONE – BE THE BOSS OF YOUR BRAIN

CHUNKING

COMPLEX TASK:		
TASK BREAKDOWN INTO STEPS – DON'T BE AFRAID TO CREATE MANY STEPS FOR A LARGE TASK	HOW LONG DO YOU ESTIMATE EACH STEP TO TAKE?	BONUS REFLECTION: HOW MANY MENTAL SPRINTS YOU ACTUALLY NEEDED TO GET EACH TASK DONE

PROCRASTINATION DECODED

<p>WHAT'S IN IT FOR ME? ATTRACTIVENESS OF PROCRASTINATION</p>	<p>HOW DOES IT GET IN MY WAY? COSTS OF PROCRASTINATION</p>
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GETTING IT DONE – BE THE BOSS OF YOUR BRAIN

PRIORITIES

A TASKS	B TASKS	C TASKS
THESE ARE THE TASKS OF HIGHEST IMPORTANCE. THEY MUST BE COMPLETED IN THE SHORT TERM (LIKE TODAY OR TOMORROW).	THESE ARE LOWER IMPORTANCE, LONGER-TERM TASKS. SOME PORTIONS SHOULD BE COMPLETED IN THE SHORT TERM, BUT OTHER PORTIONS MAY TAKE LONGER.	THESE ARE THE TASKS OF LOWEST IMPORTANCE. THEY MAY BE MORE ATTRACTIVE AND EASIER TO DO, BUT THEY ARE NOT AS IMPORTANT.

WEEKLY BOSS PLAN

ALL THE TASKS YOU THINK YOU HAVE TO DO THIS WEEK

3-5 MOST IMPORTANT / URGENT TASKS

3-5 SECONDARY TASKS (CANDIDATES FOR DELEGATION)

CHUNKING & DELEGATING

"IF YOU CAN'T GET STARTED, THE FIRST STEP IS TOO BIG!"

BIG TASK:
SMALLER ONES:

DELEGATION & SUPPORT
"WHERE DO I NEED SUPPORT TO MOVE FORWARD?"

BIG TASK:
SMALLER ONES:

NEW IDEAS – DON'T FORGET
*"PUT **NEW URGENT TASKS** THAT COME UP THIS WEEK HERE"*

MOVE FORWARD

"REMINDER OF UNFINISHED OR NEW TASKS FOR NEXT WEEK"

GETTING IT DONE – BE THE BOSS OF YOUR BRAIN

ANCHOR IN TIME

	03 MON	04 TUE	05 WED	06 THU	07 FRI
8 AM					
9 AM					
10 AM					
11 AM					
12 PM					
1 PM					
2 PM					
3 PM					
4 PM					
5 PM					
6 PM					
7 PM					
8+ PM					
08 SAT			09 SUN		