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welcome to getting things done I have searched for a long time, as you may have, for answers to the questions of what to do, when to do it, and how to do it.

Getting Things Done - Transhumanism

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Getting Things Done outlines a process called the "5 Stages of Mastering Workflow" which can be shown visually by the following model. For this summary I will summarise each stage of this process and define the key steps that need to occur at each stage in order to get things done.

Getting Things Done by David Allen | Book Summary & PDF

Problems of Knowledge Workers Procrastination Avoiding things you should do There are items that always stay on your to-do list Although you think you plan things well, they sometimes get out of control Although you worked a lot, you have the

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