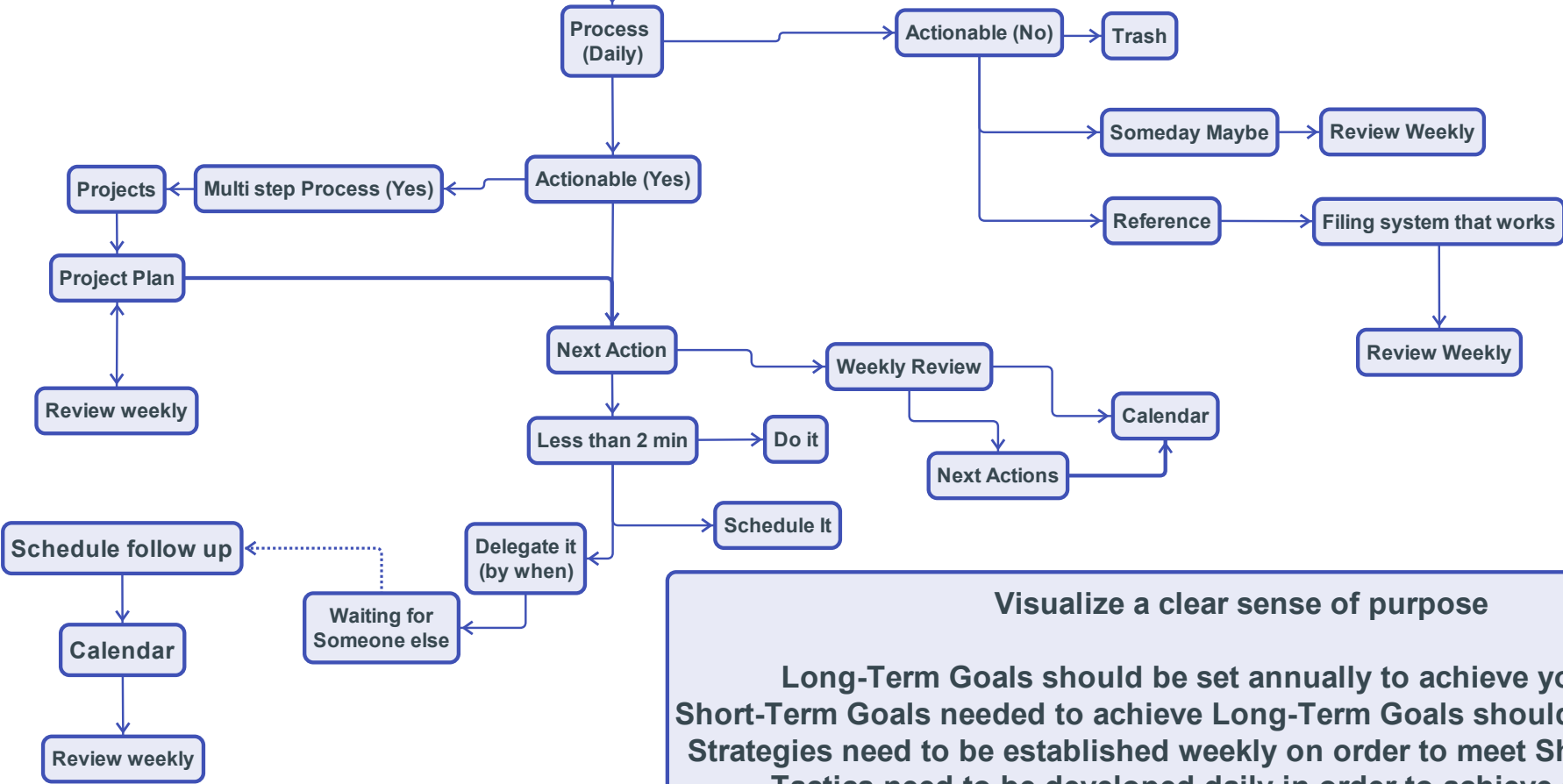


# Getting Things Done (TM) A SIMPLE PROVEN PROCESS

**In Box**  
Everything in one Spot  
(Emails, random requests, brain flashes,  
formal requests, new ideas, future plans.)  
Everything you want/need to do goes here

**SUCCESSFULLY GTD:**  
1. Process In-Box Daily  
2. Review Next Actions / Schedule throughout the day  
3. Review Project Plans Weekly



**Visualize a clear sense of purpose**

Long-Term Goals should be set annually to achieve your vision  
Short-Term Goals needed to achieve Long-Term Goals should be set monthly  
Strategies need to be established weekly on order to meet Short-Term goals  
Tactics need to be developed daily in order to achieve strategies