

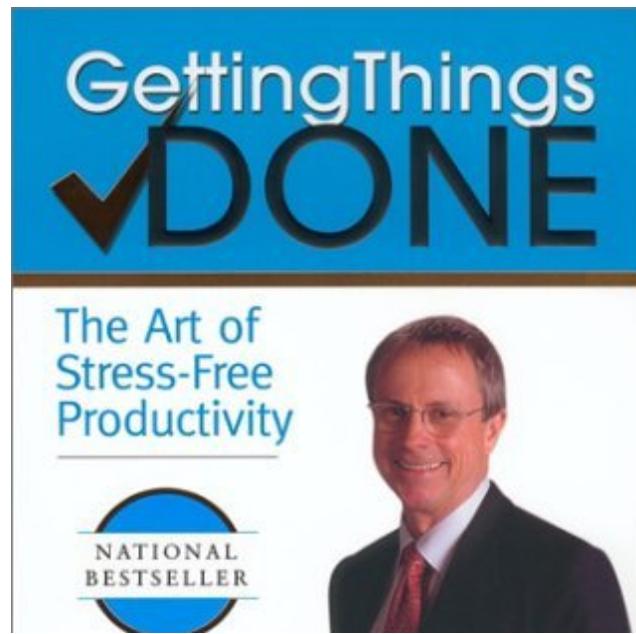
Getting Things Done und Todo.txt

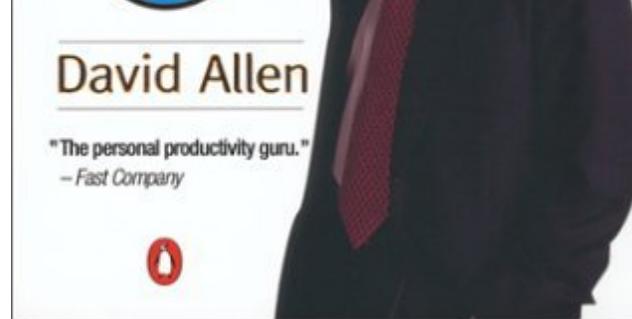
Ein Einstieg in Zeitmanagement

Benjamin Scharf, Tirol, 2017-03-24

What is GTD ?

Getting Things Done - a framework by David Allen





Goals and Principles of GTD

- Collect all "Loose Ends"
- Minimize Inboxes
- Have 1 System/Place for your Tasks
- Always have a next actionable step prepared
- No Fake Due Dates
- Bruce Lee: "Mind like Water"

Tools

- ToDo List
- Calendar
- Notebook
- "Some" Inboxes

The 5 Phases

1. Capture

2. ...

What is Todo.txt ?

A Plain Text Solution for GTD

Gina Trapani - <http://todotxt.com/>





Core Features

- open tasks: one txt-file called todo.txt
- one line = one task
- done tasks: line starts with an 'x'
- archived tasks: are moved to done.txt

As a GTD user

*I want to have one single txt file where I collect all my Todo tasks
So that I don't forget one and have a complete overview*

```
(A) Thank Mom for the meatballs @phone  
(B) Schedule Goodwill pickup +GarageSale @phone  
Post signs around the neighborhood +GarageSale  
@GroceryStore Eskimo pies
```

Why Plain text?

Plain text is

- software and operating system agnostic.
- It's searchable, portable, lightweight and easily manipulated.
- It's unstructured.
- It works when someone else's web server is down or your Outlook .PST file is corrupt.
- There's no exporting and importing, no databases or tags or flags or stars or prioritizing or [Insert company name here]-induced rules on what you can and can't do with it.
- future-proof

Capture

Your Inboxes

Exercise 1:

Collect your Inboxes

Timebox:

3 Minutes

Gathering 100 Percent of the “Incompletes”

Exercise 2:

Collect 10 Tasks that lie in on of your Inboxes (not Brain) right
now

one line per task

Timebox:

5 Minutes

Free your Brain

Exercise 3:

Collect 5 Tasks that are in your head/brain and not written down
one line per task

Clarify

- What is it?
- is it Actionable?
 - Can I do something?
 - Should I do something?
 - Do I have to do something?

Actionable?

Exercise 4:

Go through your tasks and mark them

- actionable: (/)
- not actionable: (-)

If you don't have at least 3 of both sorts, add some

Timebox:

Organize

From Inbox to Action

- Actionables
- Non-Actionables

Non-Actionable Items

- Trash (Searchable)
- Need to Wait
 - Calendar Tickler/Follow Up Email
 - Someday/Maybe list (...)
- Reference Material
 - Paper or Electronic
 - Personal Note System ==> a topic for itself

Act on your Non-Actionables

Exercise 5:

Go through your Non-Actionable Tasks and do something about them

Timebox:

3 Minutes

As a GTD user

I want to mark a task as complete

So that I only see the open ones

Actionables

Is there more than 1 step to do?

Exercise 6:

Go through your tasks/goals and mark them

- 1 step
- 2 steps at least

If you don't have at least 3 of both sorts, add some.

Timebox: 3 Minutes

GTD: Every Goal with more than one step/task is a project

Projects - Structure

As a GTD user

*I want to split my at least 2-step-tasks into actionable single steps
So that I always have a next actionable step*

Your list might look like this...

Learn Spanish
Buy a car
Read Blogpost from XY
Do the tax declaration

We want to convert this into

+Learn_Spanish : Go to MVHS.de, book a Spanish Course
+Buy_a_Car : Talk to Friend about tips
+Buy_a_Car : Calculate the Budget
+Tax : Buy a Tax Declaration Software
Read Blogpost from XY

Projects - Try it

Exercise 7:

- Go through your "2 steps at least" tasks,
- convert them into a project and
- find at least one actionable step

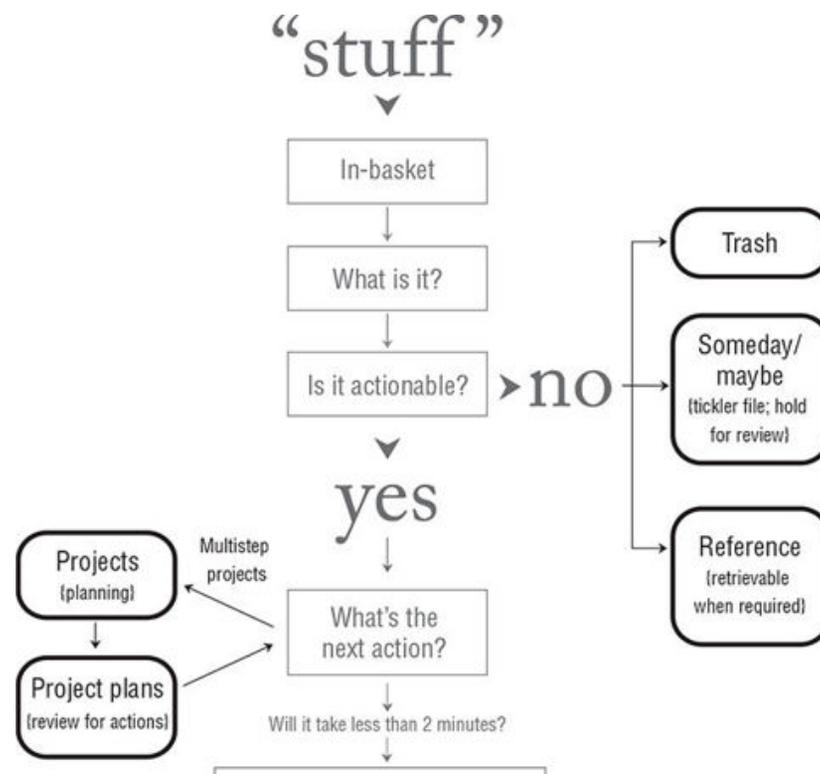
Timebox:

5 Minutes

Projects - Suggestion for Reference Material

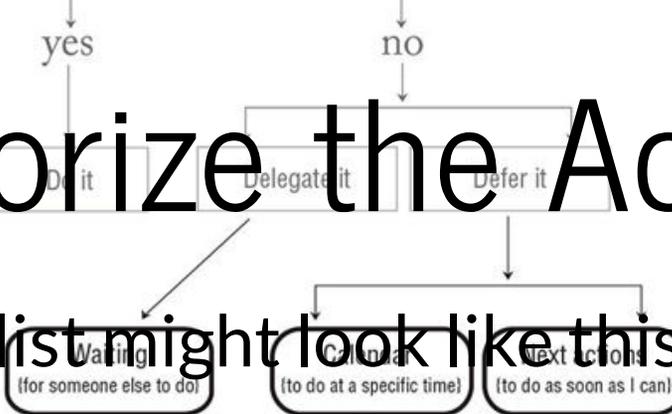
- either: Subfolder with project name
- or: have one task with the folder location

Next Action Category



Categorize the Action

Your list might look like this...



```
+Learn_Spanish : Go to MVHS.de, book a Spanish Course
+Buy_a_Car : Talk to Friend about tips
+Buy_a_Car : Calculate the Budget
+Tax : Buy a Tax Declaration Software
Read Blogpost from XY
```

We want to convert this into

```
+Learn_Spanish : Go to MVHS.de, book a Spanish Course
x +Buy_a_Car : Talk to Friend about tips (Calendar)
(W) +Buy_a_Car : Calculate the Budget(Waiting for Wife Bank Account Statement)
+Tax : Buy a Tax Declaration Software
x Read Blogpost from XY (<=2 minutes)
```

Exercise 8: Do it! Create next Action when x

Timebox:

5 Minutes

Reflect and Review

- Inboxes
- Calendar
- Next Action List (todo.txt)
- Project List (todo.txt)
- Waiting for List (todo.txt)
- Someday/Maybe List (todo.txt)

Decide + Inspect + Adapt:

- How often to check them (Habit)
- What's your limit of entries (WIP)

Weekly Review (Personal Retro)

David Allen suggests a weekly review to

- Gather and process all your stuff

Engage

The basic purpose of this workflow-management process is to facilitate good choices about what you're doing at any point in time

- Context
- Time available
- Energy available
- Priority

Context, Time and Energy

- Where can I do it?
- What do I need for it?
- Do I need another person to do it?
- How much Time will I need?
- How much/what kind of Energy?

Todo.txt: @

```
+Learn_Spanish : Go to MVHS.de, book a Spanish Course @HomePC @1h  
+Tax : Buy a Tax Declaration Software @HomePC @E3  
+Christmas_Presents : Buy Card @CityCentre @10min @E1  
+Christmas_Presents : Buy new dress for Wife @CityCentre @Mom @E10 @Weekend
```

Priority

- What has the highest payoff/ROI?

Todo.txt: (A), (B), ...

```
(A) +Learn_Spanish : Go to MVHS.de, book a Spanish Course @HomePC @1h
(B) +Tax : Buy a Tax Declaration Software @HomePC @E3
+Learn Python : Install xyz @work @E2
(A) +Christmas_Presents : Buy new dress for Wife @CityCentre @Mom @E10 @Weeke
```

- (A) is for Next-Action (≤ 10),
- (B),(C) for tasks with max/high ROI with Focus (≤ 20)
- (I) In Progress (≤ 3)
- (J) Inbox, Ideas (≤ 3)
- (W) Waiting (≤ 5)
- Rest: Someday/Maybe

Convert your List

Play Around

- Option 1: Use Shell (<https://github.com/ginatrapani/todo.txt-cli/wiki/The-Todo.txt-Format>)
- Option 2: Use GUI like TodoTxtJs (from <http://todotxt.com/>)
- Option 3: Use txt with Autokey/Shortcuts + ...

The Game

Get Tasks and Build a Task List

1. Collect
2. Clarify

Recommendations

- Inboxes
 - Have a habit of cleaning
 - Reduce (one for one kind max.)
- Calendar
 - Google Calendar
 - Lightning
 - Physical
- File System
 - Atom + Folders + txt + Dropbox + Draft (Android)
 - Evernote
- Todo.txt, Asana, ...

Thank you!

Questions?



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