Self-Organisation for Effectiveness: Tools and Methods to Get Things Done

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Basic Principles

1) Get stuff out of your head...
   ... into a trusted system
Getting started in GTD

1) Collect **all** stuff, write it down!
2) Dump all stuff in inbox
3) Convert stuff into actions
4) Put actions into lists
Keeping Lists

• Organise tasks by context (Office, Home, Telephone, Offline, etc.)
• Throw out as much as possible (YANGTDI)
Basic Principles

1) Get stuff out of your head...
   ... into a trusted system

2) Focus on one thing...
What to do next?

- by context
- by importance
- by energy
- by time available

- Decide **consciously**!
Basic Principles

1) Get stuff out of your head...  
   ... into a trusted system  

2) Focus on one thing...  

3) ... and do it
Procrastination
Overcoming Procrastination

martinroell

Everyone: Pls send me the task from your todolist that you have been procrastinating longest! Will use it for my talk at Going Solo.

ungefahr 7 Stunden ago from twiterrific
it says "reduce inbox to 0" as an overall project then "reduce inbox by 100" as a action. and i never do it.

@martinroell just the one? that's hard... clear out my email inbox is probably the one thing that's always on my list but never gets done
ungefähr 7 Stunden ago from twiri in reply to martinroell

Suw
Overcoming Procrastination

• Phrase ToDo-Items correctly
  - What is the next action?
  - „action“: *doable* action.
Overcoming Procrastination

- Phrase ToDo-Items correctly
  - What is the next action?
  - „action“: doable action.
- Begin the day by doing one important thing in the morning
Discipline
Discipline, Strength & Balance
Staying balanced

• Distinguish between work and not-work
Areas to develop discipline

- Meditation
- Sleep
- Music
- Cleaning your room
Summing up

- Build a system to get stuff out of your head
- Focus on one thing at a time
- Do it.
Summing up

- Break projects down to the first small step
- Make sure that step is doable

Tweet:
it says "reduce inbox to 0" as an overall project then "reduce inbox by 100" as a action and i never do it.
Summing up

- Begin the day by doing one important thing
- Distinguish work from not-work
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All pictures from http://www.roell.net/photoblog
Thanks to all people who helped via Twitter!