Time Management 2.0

Mission
Vision
Goals
Values
Culture

You

Getting Things Done® (GTD)
David Allen, davidco.com

Eisenhower Method, Priority Action Matrix

“What is important is seldom urgent and what is urgent is seldom important” - President Dwight D. Eisenhower

Time Management Basics
- Get stuff out of your head
- Quickly assess and prioritize items
- Develop a process for managing scheduled vs unscheduled work
- Review deferred work
- Be disciplined

Resources
- David Allen, davidco.com
- Lifehacker.com
- Getting Things Done®
- Mind Maps

• SW: Priority Matrix, ActionMethod, Things, OmniFocus, Pagico, iThoughts, iBrainstorm
• Sticky notes
• Index cards
• Big sheets of paper

RL Sakaguchi, Division of Management, OHSU, 12/2011