

GETTING THINGS DONE 1

OUTLINE

INTRODUCTION

I. AFTER ACTION REPORT

II. BEHAVIOR MODIFICATION — PREVENTING THE MISUSE OF TIME

- A. Force.
- B. Reshaping.
 - 1. *Punishing yourself is not nearly as effective as giving yourself a reward.*
 - 2. *You must reward yourself for each small success.*

III. BOTTLENECKS

- A. Failure to Act/Inform.
- B. Indecision.
- C. Unnecessary Demands.
- D. Too Much Work.
- E. Not Enough Work.
- F. Clogged Pipeline.

IV. BREAKS

V. BRIEFCASE

- A. They are trying to do too many things themselves.
- B. You have not organized your time at your job properly, effectively.
- C. You are having a martyr complex.

VI. CATEGORIES OF TIME USE

- A. Important and urgent.
- B. Important but not urgent.
- C. Urgent but not Important.
- D. Busy Work.
- E. Wasted Time.

CONCLUSION

PRACTICAL ASSIGNMENT