

GETTING THINGS DONE 1

Small Group Discussion Questions

1. How much time would it take to make an after action report?
2. How much time would it save?
3. What would happen if a person did not reward himself for each small success?
4. What are two major causes of bottlenecks?
5. What is a good method of dealing with most bottlenecks?
6. How frequently should you take breaks?
7. What actually is a break?
8. What happens in your life when you take work home?
9. Which category of time use results in the biggest loss of time?
10. What can you do to be more efficient in this area?
11. If there are still issues you have questions about, please raise them now.