

# GETTING THINGS DONE 2

## *Small Group Discussion Questions*

1. How will dealing with clutter make you more successful?
2. What is likely to happen when you take shortcuts and don't use a monthly calendar?
3. Why would you recommend someone should clear their desk daily?
4. What effect will items laying on your desk likely have on your work?
5. What happens when we don't explain to someone that we are not satisfied with the work they did for us?
6. In your experience, how serious a time waster is the lack of effective communication?
7. What is likely to happen when you do not clearly explain your expectations and standards for a task at the start?
8. What other areas like commute time often seem wasted but could actually be put to better use? How?
9. What things could you do to help you concentrate better?
10. Does the ability to make conference calls exist in your region?
11. What is the difference between a phone meeting and a normal phone call?
12. If there are still issues you have questions about, please raise them now.