



Getting Things Done FY21

Live online in Zoom

An eight-hour class offered over four 2-hour sessions:

November 5-6 and 9-10
February 11-12 and 15-16
9:30-11:30 a.m.

How would you answer these questions?

- Are you constantly busy but don't actually make progress on the things you need to get done?
- Do you feel overwhelmed by the sheer amount of work you need to do?
- Do you find yourself in reactionary mode throughout the day—reacting to the latest and loudest request and/or issue instead of focusing on the most important or meaningful work?

When it comes to all the inputs in our life, we are generally overwhelmed, stressed, and out of control. The sheer number of to-dos, commitments, tasks and projects makes it difficult for us to ever feel “on top” of everything. While we can't change the amount of stuff we have coming into our life we can change how we engage with that stuff. Gain greater control over your work, find more focus on each task, and feel a lot less stress with these Getting Things Done, or GTD, habits taught in this certificate class.

Upon completion of this class, you will be able to:

- Improve your work flow
- List the six options available for any item on your mind
- Create clearer lists from which you do all your work
- Develop a trusted, personal management system
- Accomplish more of the right tasks
- Experience less stress in your work and home life
- Experience greater confidence in your decision-making

This class is included in the Management Learning Pathway.

Register in MC Learns—Personal Development