Be sure. testo

How to manage your trusted system

Action management system

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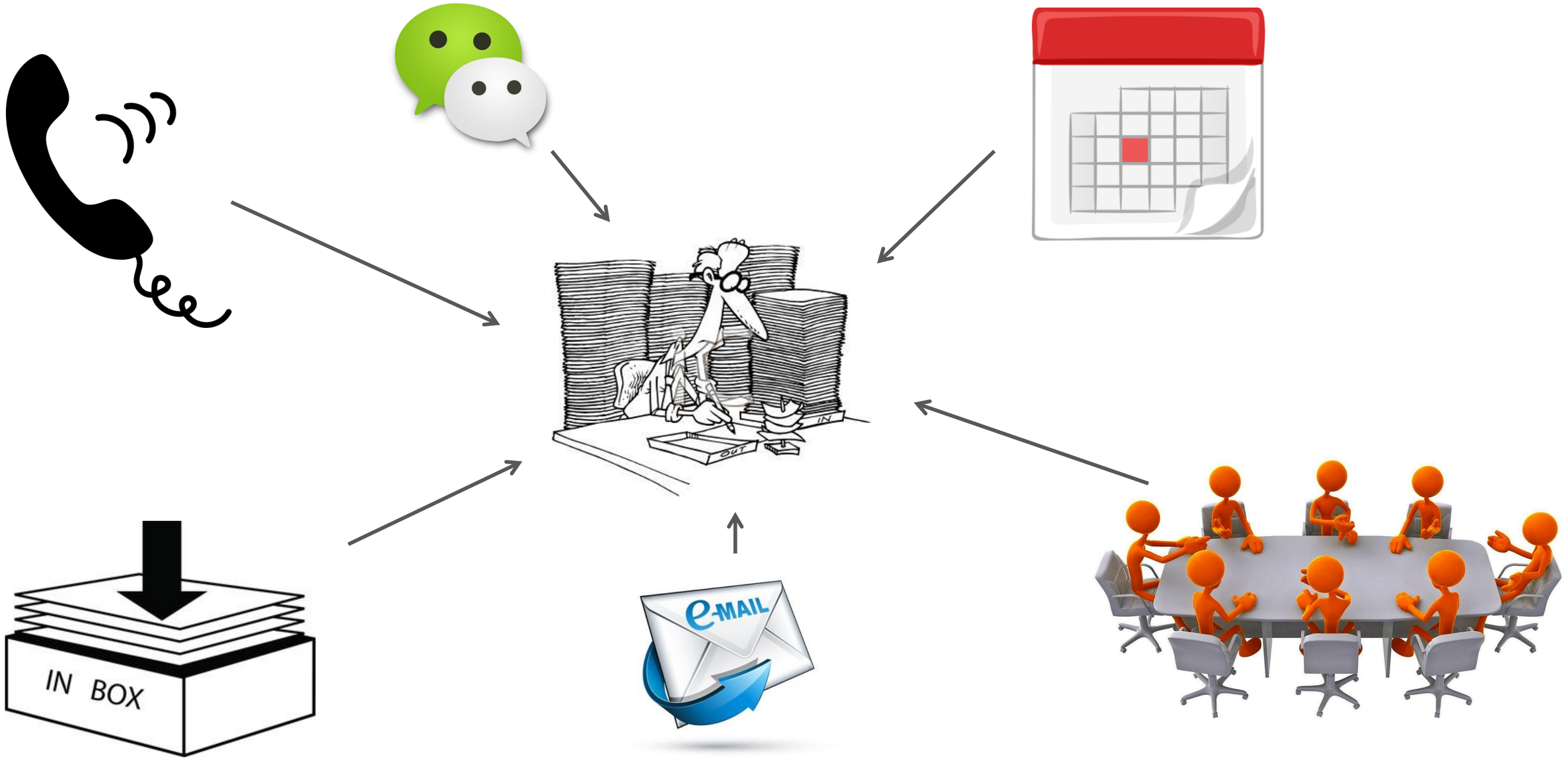
- Introduce the concept of a trusted system
- Explain the benefits for managers of a trusted system
- Show the routines to live the trusted system

Why do I need a “trusted system”?

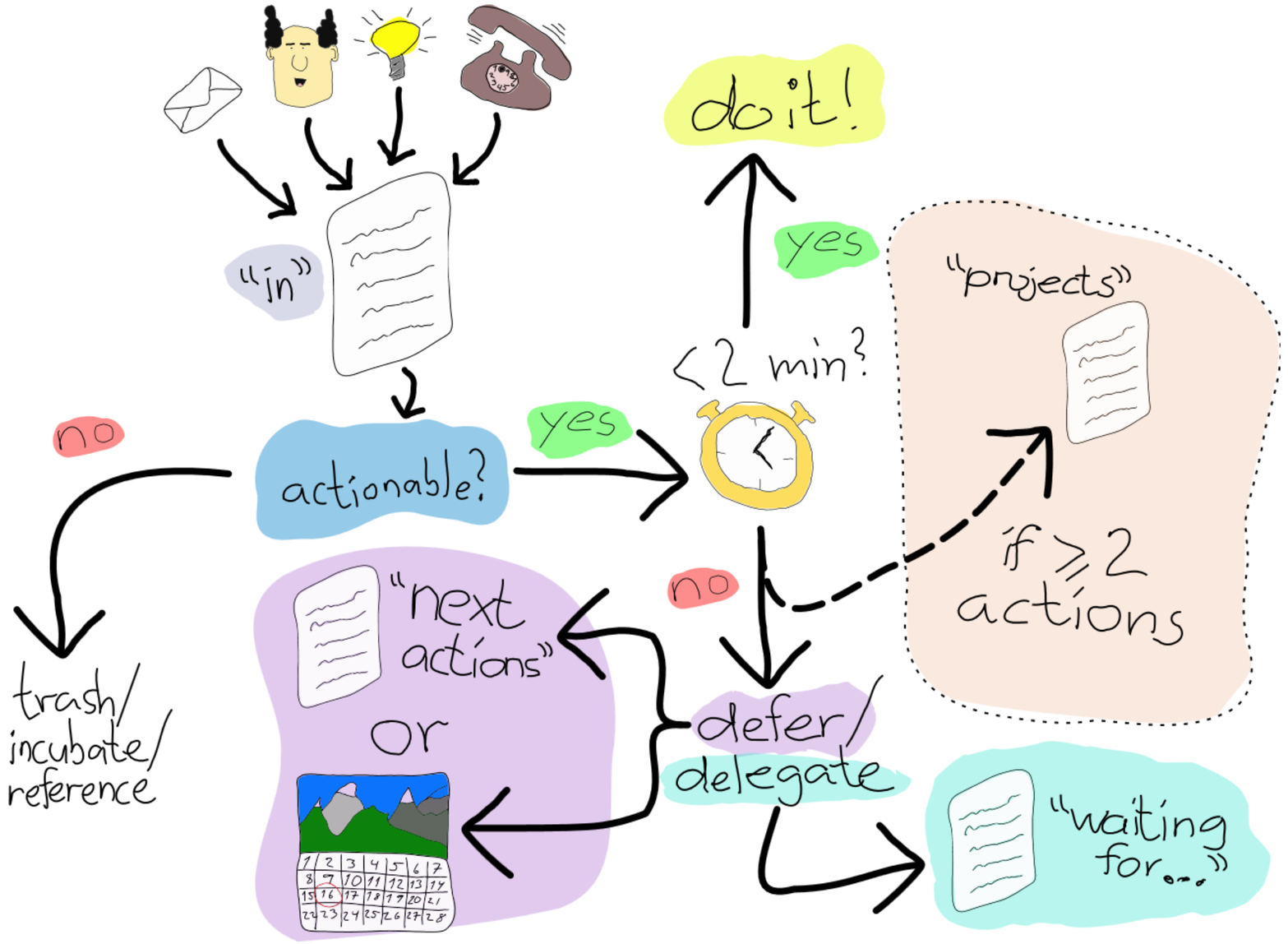


Why do I need a “trusted system”?

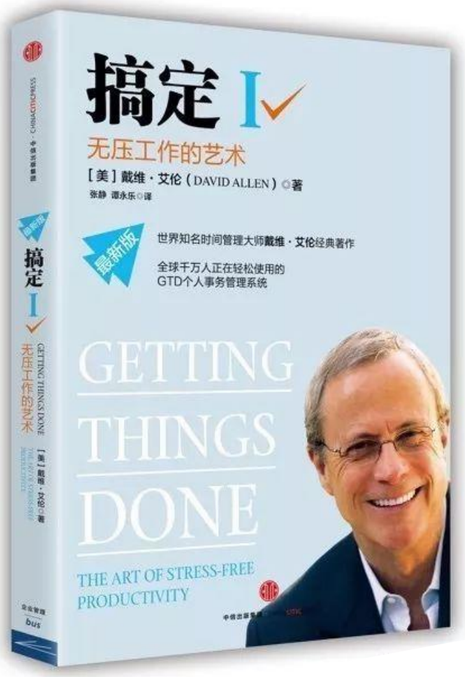
- People tend to keep stuff in their head.
- They don’t decide what they need to do about stuff. They know they need to do something about.
- They don’t organize action reminders and support materials in functional categories.
- They don’t maintain and review a complete and objective inventory of their commitments.
- They waste energy and burn out, allowing their busyness to be driven by what’s latest and loudest, hoping it’s the right thing to do but never feeling the relief that it is.

A trusted system consists of a calendar and the following 5 lists:

- In
- Next actions (probably several)
- Waiting for
- Projects
- Some day/maybe


"in"
actionable?
no
yes
trash/
incubate/
reference
<2 min?
yes
do it!
no
"next
actions"
or
defer/
delegate
"projects"
if ≥ 2
actions
"waiting
for..."

- Book: Getting things done – by David Allen



- Online: www.gtd.asia