



Book Review

TITLE: Getting Things Done

AUTHOR: David Allen

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PRE-READING

Why are you reading it? Was it a recommendation? What do you know about the topic? Flip through the book - is there anything that catches your eye?

I am a bit of a productivity nerd so I had ordered this book several years ago. It's been on my bookshelf to read and I made it a priority to read some of the books I owned this year.

A-HA MOMENTS

What a-ha moments did you have when reading?

- If it's going to take less than 2 minutes to do, do it now
- Process things in order so you don't skip the hard stuff and avoid it
- Define the next action and use that on the to do list
- Emergency Scanning is not clarifying

QUESTIONS

What questions do you have after reading that you want to investigate?

- Do I need a tickler file? Do I have enough stuff to put in it? (p. 184)
- Can I end meetings a few minutes earlier to ensure we have time to agree on next actions??
- We aren't good at recall; so why do we keep trying to keep it all in our head? (p. 277)

CONNECTIONS

Can you relate what you read to another book, talk, podcast, topic?

- Getting email to empty - this is one of my goals for this year - keep a zero email inbox
- Get the left brain stuff out of the way so you can do the creative right brain work (Daniel Pink & Karma Scott both talked about this in their books)

ACTIONABLE IDEAS

What are 2-3 actionable items that you can implement?

- Block 1 hour a week to go through all my lists and systems and review everything
- Switch my inbox around - have one marked "scheduled" to put stuff to do that I've recorded somewhere, maybe based on next action

POST-READ REFLECTIONS

Did you like this book? Are there other books by this author or on this topic that you might want to read? Would you recommend it to someone? Is there something from this book you want to learn more about?

The book has a very detailed system and I feel like I already do a bunch of the elements of his system which is cool. I have a few take aways and I will see if I can hone my system a bit more. The book was dry in quite a few places and it took me awhile to read. I might reread it or I might see if there is a summary or high level video if I want to go back and learn about the steps again.