

EXECUTIVE DEVELOPMENT PROGRAM

MAY 8, 2013

8:30 AM–4:30 PM

PUBLIC \$995

UD ALUMNI \$945

PARTNER \$870

GETTING THINGS DONE: MASTERING WORKFLOW TO INCREASE PERFORMANCE

The business landscape is constantly changing. At times it can be overwhelming. It can be challenging to think, to focus, and to pay attention to the important things that move you forward in a positive way. Even top performers may be feeling under-resourced and overwhelmed by the avalanche of information, email, and outstanding action items. Deciding what to focus on, and what to do when, has never been more challenging.

As we face an onslaught of choices, decisions and new circumstances, “time management” becomes useless the minute your schedule is interrupted; “setting priorities” isn’t relevant when your email is down or your cell phone is exploding, and “procrastination solutions” won’t help if your goals are not clear.

Based on David Allen’s five phases of workflow mastery: Collect, Process, Organize, Review, and Do, this tactically oriented, hands-on program will teach you the best practices for optimizing productivity. Upon leaving this program, you will know what should capture your attention, make trusted decisions, create seamless systems for organizing your work, and trust your choices to get the right things done.

These simple yet powerful principles will help you master the mental game of productivity—“managing your mind, not your time”. At any level, David’s entertaining and thought-provoking advice shows you how to pick up the pace without wearing yourself down. Come discover these powerful Getting Things Done® productivity principles that increase your ability to work better, not harder.

THIS PROGRAM WILL HELP EXECUTIVES:

- Understand and implement the five phases of Mastering Workflow.
- Utilize the thought process for clarifying outcomes, projects, and next actions.
- Identify and take the immediate actions necessary to implement the GTD methodology for immediate benefit.



David Allen

David Allen is an author, consultant, international lecturer, founder and chairman of the David Allen Company. He is widely recognized as the world's leading authority on personal and organizational productivity. His thirty years of pioneering research, coaching and education of some of the world's highest-performing professionals, corporations and institutions, has earned him Forbes' recognition as one of the top five executive coaches in the United States. He was also named one of the "Top 100 thought leaders" by Leadership Magazine.

Fast Company hailed David Allen "One of the world's most influential thinkers" in the arena of personal productivity, for his outstanding programs and writing on time and stress management, the power of aligned focus and vision, and his ground-breaking methodologies in management and executive peak performance.

Time Magazine labeled his first book, Getting Things Done as "the defining self-help business book of its time." David Allen is the author of three books; the international best-seller, Getting Things Done: the Art of Stress-Free Productivity, Ready For Anything, and Making It All Work: Winning at the Game of Work and Business of Life. Getting Things Done has been a perennial business bestseller since its publication in 2001, and is now published in 28 languages.