

# Manage Your Time and Boost Productivity with GTD Methodology

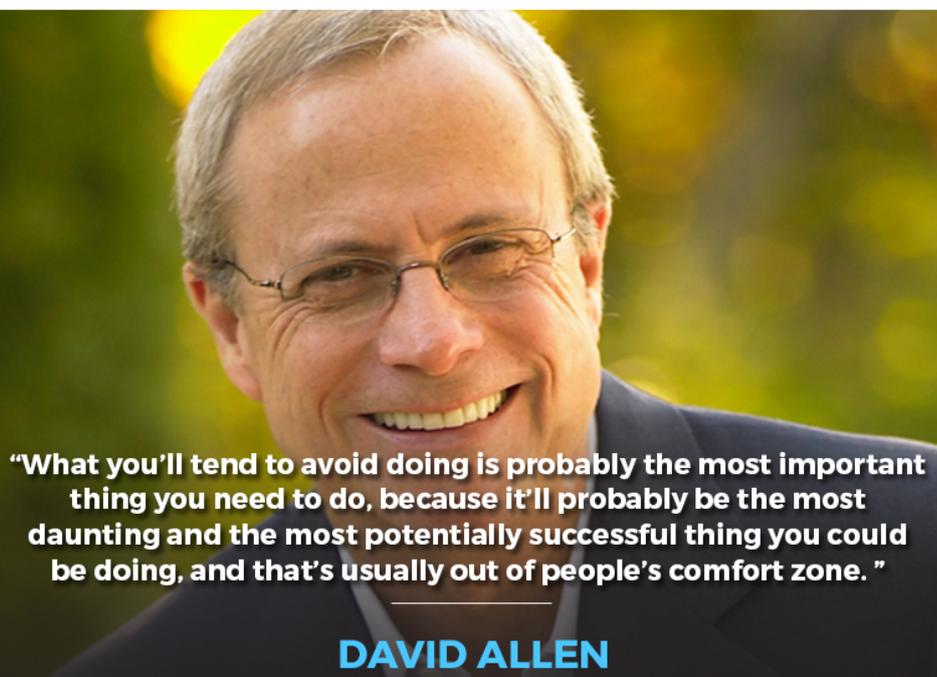
## 10 Point Checklist

## David Allen

Want to gain as much knowledge as possible out of The Optimized Geek?  
Read on below for a **10 point checklist** that gives the next, real steps you

*The* **OPTIMIZED GEEK** 

HOSTED BY **STEPHAN SPENCER**



**“What you’ll tend to avoid doing is probably the most important thing you need to do, because it’ll probably be the most daunting and the most potentially successful thing you could be doing, and that’s usually out of people’s comfort zone.”**

**DAVID ALLEN**

# 10 STEPS YOU CAN TAKE TODAY

**Want to take charge of your health, wellness, and success?  
Here are 10 steps that can move you closer to your goals – today.**

- Stay current with your to-do list by identifying new projects, marking off ones that are finished, and catching up projects that are still pending.
- Clean off your desk or create a file system to stay organized so you don't feel stressed throughout your workday.
- What is your fifty-thousand foot goal? Think about what you want in five, ten years, and set actionable steps to get you there.
- Live and learn. If you or someone else drops the ball, don't let it stress you out, but put a plan in place to ensure it doesn't happen again.
- Consider a life coach, you could benefit from their knowledge and advice.
- With less on your plate, you have more time to focus-consider outsourcing projects that are less important or take up a majority of your time.
- Don't put off the less urgent tasks, create a system that allows you to get through everything-even if it's in a "later" folder for once per week.
- Judge your to-do list in terms of how they relate to your goals. Is it something that is urgent, is it a project, or a maybe later?
- Don't allow deadlines to bring more stress into your life. Break your tasks up into manageable to-dos and get them done.
- Use an app like Things from Cultured Code to help you set and manage your to-dos.