

GTD Job Breakdown Sheet

Important steps	Key Points	Reasons
What <i>A logical segment of the operation when something happens to advance the work</i>	How <i>Anything in a step that might—</i> 1. Make or break the job 2. Injure the worker 3. Make the work easier	Why <i>Reasons for the key points</i>
Collect	- Empty your brain	- No unidentified commitment - No stress
Identify	- Identify whether it's actionable or not - Identify intended outcome - Identify Next Action	- Thing won't be done if outcome and Next Action not identified
Organize	- Less than 2 minute: do it! - Delegate if not best person to do - Calendar if day/hour specific - Action lists by context otherwise - Project List	- Quick actions are done immediately - Send to best person to optimize - Useless to bother before necessary date - Context allows for easy filtering of lists - To avoid Done Actions from making a Project disappear
Do	- Calendar first - Action list by Context, then Time avail, then Energy avail	- Because Calendar has most important and urgent things for the day - Efficiency
Review	- All lists - Calendar - Empty head	- To have up to date and trusted system (prevents Things to go back into brain) - To extract potentially forgotten Things -