

## GTD Productivity And Using Your Paper Planner

There must be a point where we can actually breathe a sigh of relief knowing we have accomplished the day's work and allow ourselves the momentary celebration of understanding our location in the progress of our lives as we plan and track our way through it.

In this episode, Steve and Karine embrace the zen of David Allen and oddly, actually get something done!

If you have ideas for future episodes please send them to steve at philofaxy dot com

### Show Notes (timings approximate)

00:05 - Introduction

01:00 - [David Allen - Getting Things Done](#)

02:15 - Clutter

04:30 - [GTD Videos](#)

06:00 - [How many inserts/pages do you really need to keep in your organiser](#)

08:15 - GTD and a Paper Planner - [A4](#) or [Letter](#)

10:00 - Actions

14:30 - [Filing Systems](#)

18:50 - Tasks - [The Pomodoro Technique](#)

21:00 - Context

22:00 - [Colour coding](#)

23:30 - [Daily planner page for GTD](#)

26:30 - The need to do GTD or using your planner in a more efficient way.

28:30 - Tip of the week

Guest Posts on Philofaxy:

[My GTD Set Up - David Popely - Guest Post](#)

[Guest Post - My current \(GTD based\) Filofax setup - David Popely](#)

[Guest Post - How I use my Personal Filofax for GTD](#)