

Clarification.

This episode is part two of a series that breaks down how to apply the five principles of Getting Things Done by David Allen in your planner.

If you have ideas for future episodes, please send them to [steve at philofaxy dot com](mailto:steve@philofaxy.com)

Show Notes (timings approximate)

00:00 - Introductions.

03:00 - What do we mean by clarification.

05:00 - Master Task List.

06:00 - Breaking down your information into different categories.

08:00 - Why plan if you don't know when you are going to be able to do it?

09:30 - Write everything down.

11:00 - What method of communication works best for you.

12:30 - Sources of communication.

14:00 - Post it Notes on your dashboard.

16:00 - Neat vs Tidy.

19:00 - Learning from past actions.

21:00 - Master Task List.

24:00 - Share your lists.

25:00 - No task is too big.

27:00 - Tip of the week.