

Organisation.

This episode is part three of a five part 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.

02:00 - The first steps.

04:00 - Making your lists manageable.

05:30 - Limit the size of your lists.

07:30 - Dependents.

08:30 - Four Franklin Covey Quadrants.

09:30 - Prioritising things.

10:15 - Using removable tabs.

11:15 - Don't overload yourself.

14:00 - Blocking out time for tasks, just don't over do it.

16:15 - Using the layout of your diary insert to categorise tasks.

19:00 - What inserts?

20:15 - Having the right tabs.

21:00 - Who do these techniques apply to?

22:00 - What to record, plan?

25:00 - Projects.