

Reflection & Review.

This episode is part four 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.

01:00 - Where have we got to so far in the process.

02:00 - Where did I write it down?

04:00 - Separating out your tasks, don't over do it.

06:30 - Colour coding can help.

08:00 - Dividing a page to help divide your tasks.

10:00 - When to review?

13:30 - End of week.

15:30 - Planner Planning.

19:00 - Shared calendars.

22:30 - Long term reviews.

23:30 - Review for completed or cancelled tasks.

24:30 - Long term project reviews to review targets and budgets.

28:00 - The interval between reviews will depend on you.