

## Engagement.

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

How all of the five parts interact.

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

### **Show Notes** (timings approximate)

00:00 - Introductions.

01:00 - B.P.A. !

02:00 - Recap of the first four parts.

05:00 - Trust your system.

06:00 - Reviewing tasks.

07:30 - Adding detail.

09:00 - Plans that change.

11:30 - Planner system not working for you.

12:30 - Fitting your tasks in to your schedule.

15:00 - Tasks for rainy days, or limited time schedule.

17:30 - Keep going back to earlier steps as you complete things.

19:00 - What next.... the final task!

20:00 - [Calendly](#)

22:00 - Work Balance.

23:30 - Making better use of your planner.

24:30 - Handling extra load

26:00 - Your planner is going to help to control your life.