

## **Capture.**

This episode is part one 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.

02:00 - How we work

04:00 - Paper bills

06:30 - Business cards

07:00 - Client information

11:00 - Capturing information in your planner

14:00 - Where to put captured information

16:00 - Auditing your planner/organiser

21:00 - What to do with spare/old/archived pages

22:00 - Retaining focus

26:00 - Remembering ideas, using voice or notes apps

28:00 - Tips for collecting information.