

Self-Organisation for Effectiveness: Tools and Methods to Get Things Done

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Basic Principles

- 1) Get stuff out of your head...
... into a trusted system

Getting started in GTD

- 1) Collect **all** stuff, write it down!
- 2) Dump all stuff in inbox
- 3) Convert stuff into actions
- 4) Put actions into lists

Keeping Lists

- Organise tasks by context (Office, Home, Telephone, Offline, etc.)
- Throw out as much as possible (YANGTDI)



Basic Principles

- 1) Get stuff out of your head...
... into a trusted system
- 2) Focus on **one** thing...

What to do next?

- by context
- by importance
- by energy
- by time available

- Decide **consciously!**

Basic Principles

- 1) Get stuff out of your head...
... into a trusted system
- 2) Focus on one thing...
- 3) ... and do it



Procrastination



Overcoming Procrastination



martinroell

Everyone: Pls send me the task from your todolist that you have been procrastinating longest! Will use it for my talk at Going Solo.

[ungef?hr 7 Stunden ago](#) from [twitterrific](#)





@martinroell jsut the one? that's hard...
clear out my email inbox is probably the
one thing that's always on my list but never
gets done

ungef?hr 7 Stunden ago from [twirl](#) in reply to [martinroell](#)



Suw

it says "reduce inbox to 0" as an overall project then "reduce inbox by 100" as a action. and i never do it.

Overcoming Procrastination

- Phrase ToDo-Items correctly
 - What is the next action?
 - „action“: *doable* action.

Overcoming Procrastination

- Phrase ToDo-Items correctly
 - What is the next action?
 - „action“: *doable* action.
- Begin the day by doing one **important** thing in the morning

Discipline

Discipline,
Strength & Balance

Staying balanced

- Distinguish between work and not-work



Areas to develop discipline

- Meditation
- Sleep
- Music
- Cleaning your room





Summing up

- Build a system to get stuff out of your head
- Focus on one thing at a time
- Do it.



Summing up

- Break projects down to the first small step
- Make sure that step is **doable**



@martinroell jsut the one? that's hard...
clear out my email inbox is probably the
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unread 7 5 minutes ago from twitter in reply to martinroell



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Summing up

- Begin the day by doing one important thing
- Distinguish work from not-work





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All pictures from <http://www.roell.net/photoblog>
Thanks to all people who helped via Twitter!