

Getting things done: The art of stress-free productivity

by David Allen: Key steps to achieve balance and clarity

Main Idea:

David Allen's Getting things done (GTD) method is a great way to make productivity feel easy and manageable. It helps you organize your tasks so you can clear out all that mental clutter, which makes it a lot easier to focus. The whole idea is to keep your mind calm and your actions purposeful so you can accomplish more without feeling overwhelmed or stressed!

9 steps to take action:

Capture

Action: Write down everything on your mind – tasks, ideas, and commitments – as soon as they come up.



App to help: [TaskPaper](#) – Jot down thoughts in an organized, distraction-free environment.

Engage

Action: Choose tasks based on what's most appropriate for your current time, energy, and context.



App to help: [Be Focused](#) – Use a Pomodoro timer to focus and track your time efficiently.

Organize

Action: Sort tasks into categories like "urgent," "projects," or "someday" to keep things easily accessible.



App to help: [TaskPaper](#) – Organize tasks based on categories, priority, and deadlines.

Reflect

Action: Regularly review your list to stay on track, adjust plans, and celebrate progress.

Clarify

Action: Decide what each item means and if it requires immediate action or can be stored for later reference.

Stay flexible and adjust

Action: Reevaluate your system regularly and tweak it as necessary to fit your needs.

✓ **Keep reference materials organized**

Action: Set up a labeled folder for reference materials to find what you need quickly.



App to help: Workspaces – Organize project files neatly into “pockets” for easy access and quick retrieval.

✓ **Clear clutter regularly**

Action: Regularly tidy up physical and digital spaces to keep distractions to a minimum.



App to help: Spotless – Automate the organization of files and reduce desktop clutter.

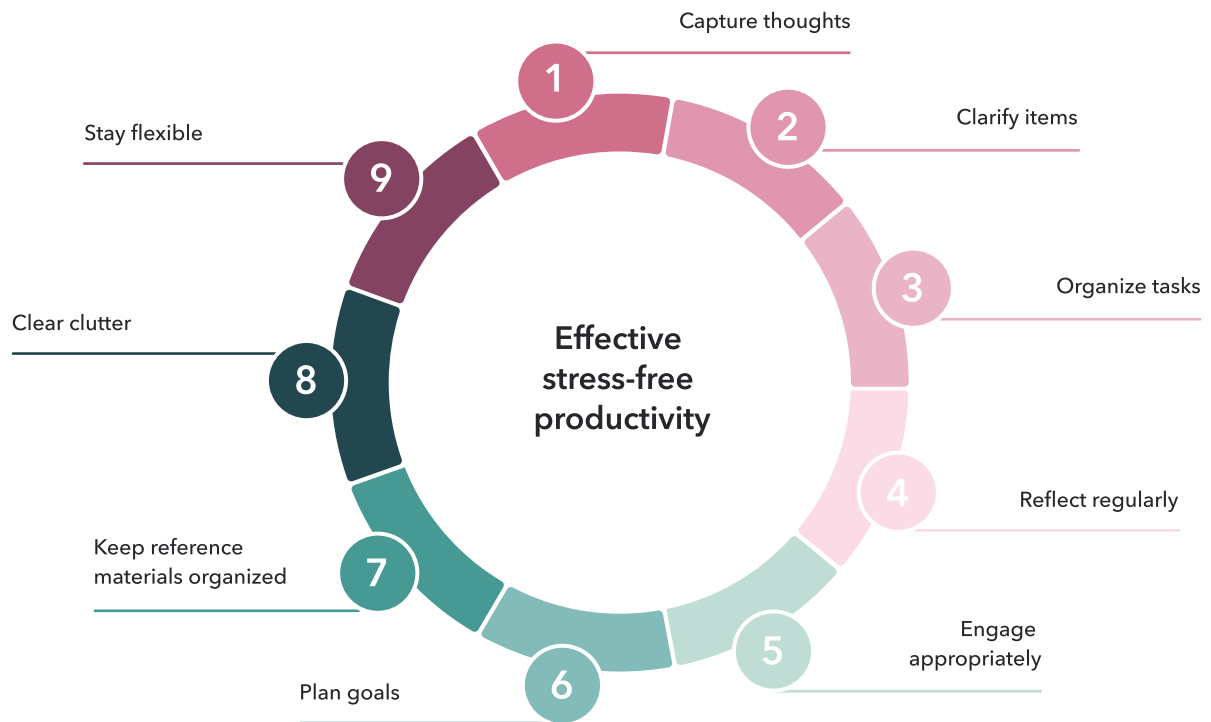
✓ **Plan for your goals**

Action: Break down long-term goals into smaller, actionable tasks to give direction and purpose.



App to help: MindNode – Visualize and map out goals for clarity.

How to achieve effective stress-free productivity



Key insight

David Allen’s Getting things done (GTD) method isn’t just a system for being more productive; it’s a great way to find some peace of mind. In our busy lives, GTD helps you take the reins by capturing your tasks, getting them organized, and reflecting on them regularly. Basically, it’s all about getting things done without the stress!

With GTD, you’re creating a little mental space for clarity and confidence and it also helps you feel in control and fulfilled – that’s what makes your work feel truly meaningful.



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