



# Getting Things Done

## Creating Stress-Free Productivity

*Every day we receive 300 pieces of content, consume 34 GBs of information, and 40 hours per week is now considered part-time. Our modern-day lives—personal and professional—are overwhelming. In a world where information overload is ever-present, GTD can bring order to the chaos.*

**B**ased on David Allen's *New York Times* Bestseller, *Getting Things Done—The Art of Stress Free Productivity*, this presentation presents the key elements of self and organization management that help you (and your employees) stay in control and meaningfully engaged. And, the best news of all is that the Getting Things Done Methodology is easy to use and sustainable. It's the productivity solution you've been searching for.

In this engaging presentation, participants will learn:

- Why lack of space, not lack of time, is the key limitation
- The five steps for creating relaxed, focused control
- How to create the optimal performance state
- Best practices for achieving and maintaining high-productivity and sanity
- How to optimize personal systems for getting the most meaningful work done

## Getting Things Done

the art of stress-free productivity

from the **New York Times** bestselling author

**David Allen**



## CONTACT US TO BOOK THIS SPEECH TODAY!

**Length:** 60 to 90 minutes

**Audience:** General to Executive Level

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