

Getting Things Done in a Hyper-Distracted World

productivity



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No Financial Disclosures





R.E.B.E.L. *em*



R.E.B.E.L. *cast*

www.rebelem.com

Getting Things Done the art of stress-free productivity

from the New York Times bestselling author

David Allen



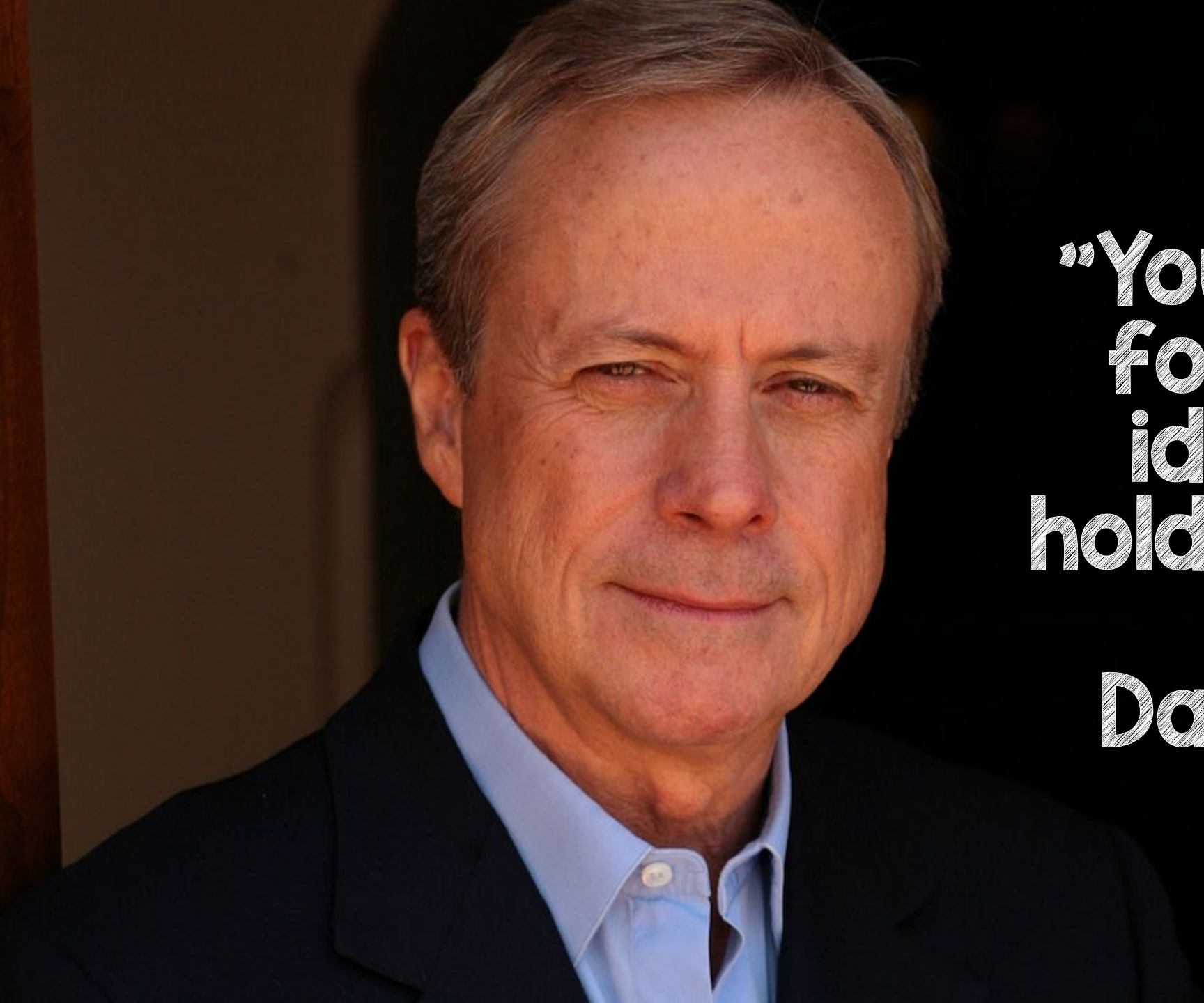
DEEP

RULES FOR FOCUSED SUCCESS
IN A DISTRACTED WORLD

WORK

CAL NEWPORT

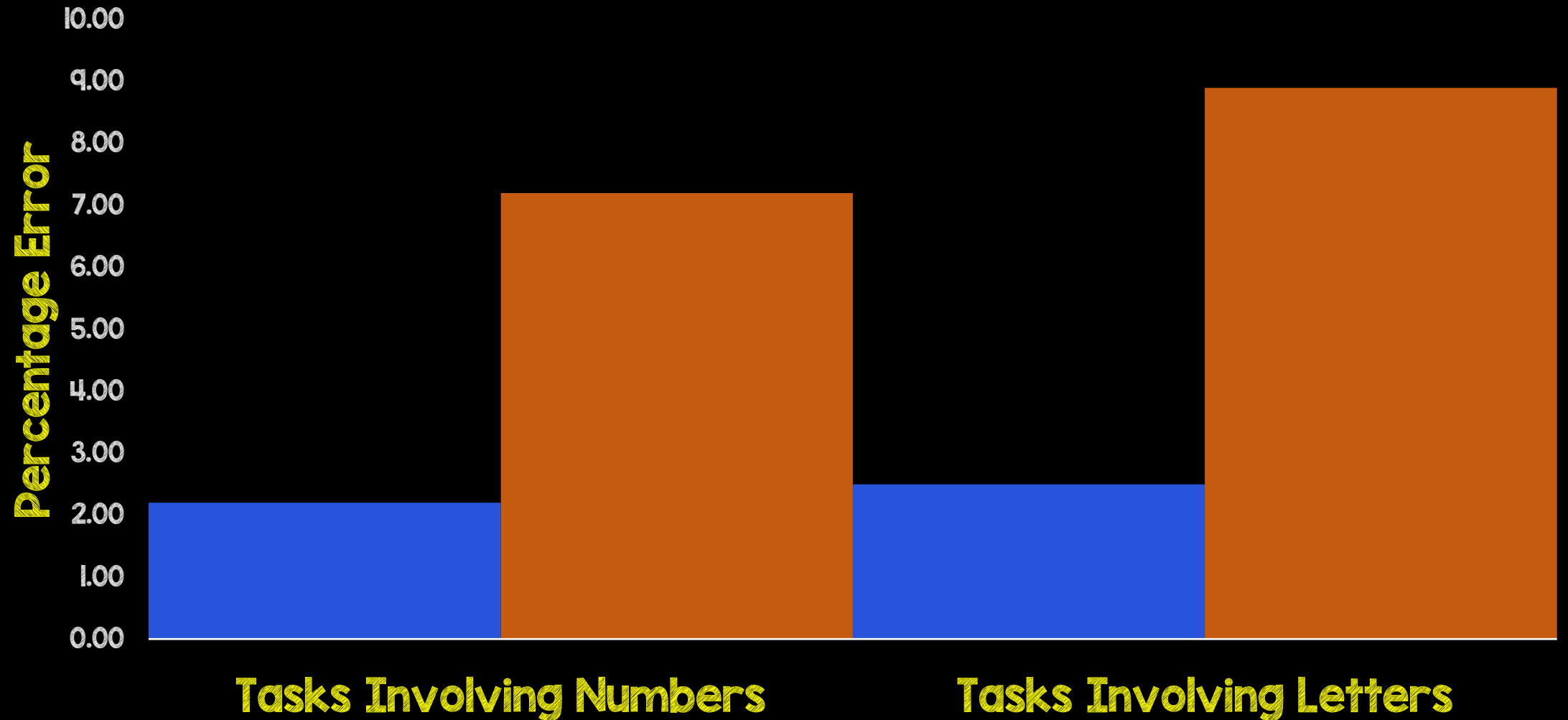
AUTHOR OF *SO GOOD THEY CAN'T IGNORE YOU*




**"Your mind is
for having
ideas, not
holding them."**

David Allen

Interruptions





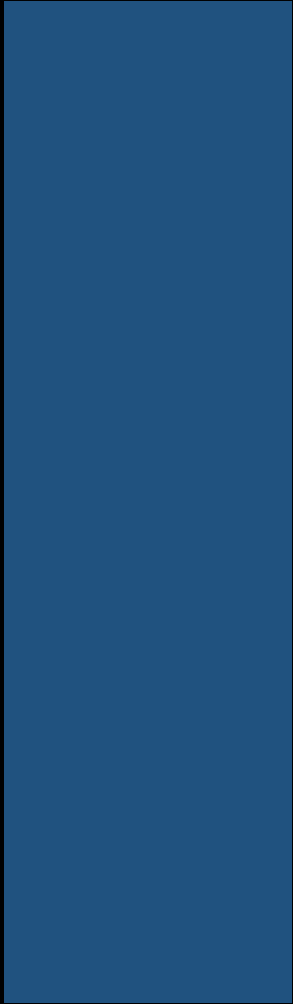
**ED Physicians
Interrupted on
Average**

12.5x/hr

**Rare to Delay
Interruptions**

0.8x/hr

40hr



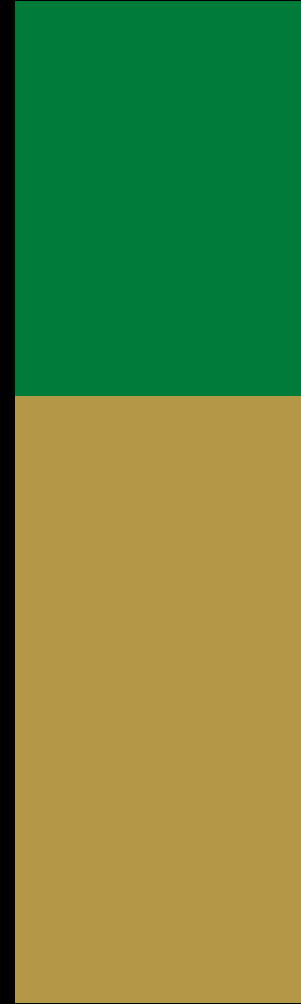
24hr



12hr



16hr



Avg Workweek
16hr
12hr
24hr
40hr
Email
Text
Phone
Internet

PRODU
INTERRUPTIONS
CTIVITY



My Mental Construct

Organize

Process

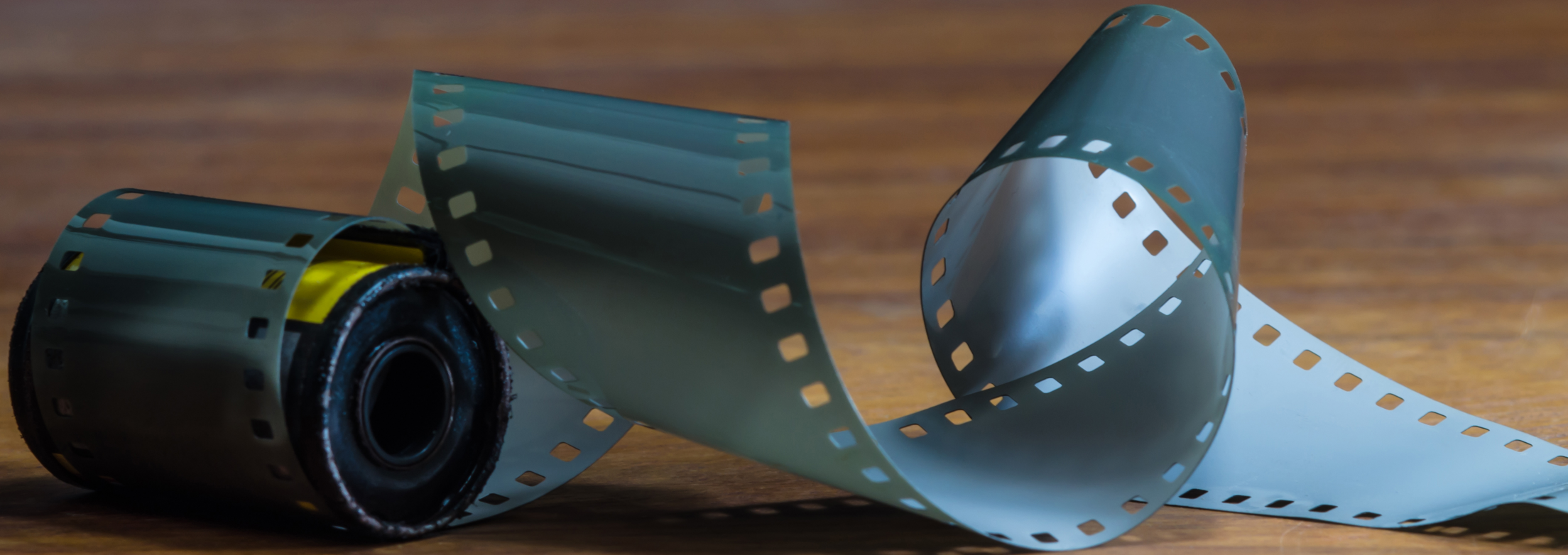
Review

Action

Capture



Capture (Collection)



New Ideas



Drafts App



Moleskin



Social Media



Pocket App



Email



Blogs



Feedly



New Publications



Pubmed Alerts



READ by QxMD



Clarification (Processing)



Email



Actions & Projects





Reference

Events



Monday Montag Lundi Lunes	Tuesday Dienstag Mardi Martes	Wednesday Mittwoch Mercredi Miércoles	Thursday Donnerstag Jeudi Jueves	Friday Freitag Viernes	Saturday Samstag Sábado	Sunday Sonntag Domingo
			1	2	3	4
			8	9	10	11
5	6	7	14	15	16	17
12	13	20	21	22	23	24
19	26	27	28	29	30	31

Spam



How I Process

Action
&
Projects



Reference



Events



New
Ideas



Blogs



Spam



Organizing



Omnifocus



Evernote



Calendar



How I Organize

Action
&
Projects



Omnifocus

Reference



Evernote

Events



iCal

New
Ideas



Drafts

Blogs



Feedly

Spam



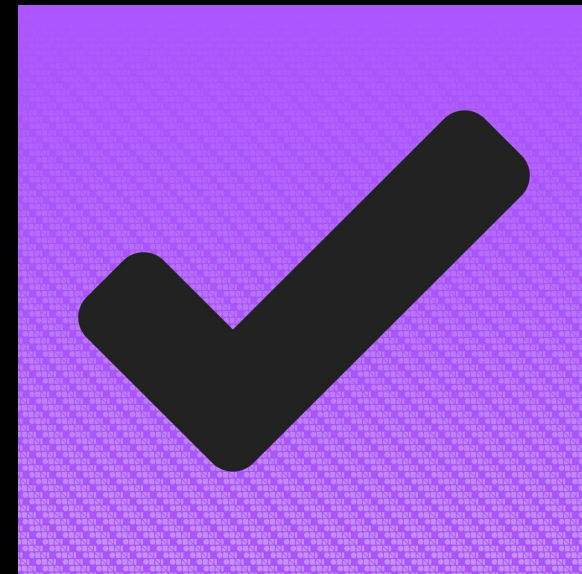
Delete

Reflection (Reviewing)



Daily





Weekly



Monday



Tuesday



Wednesday



Thursday



Friday

Monthly

Monday Montag Lunes	Tuesday Dienstag Mardi Martes	Wednesday Mittwoch Mercredi Miércoles	Thursday Donnerstag Jeudi Jueves	Friday Freitag Vendredi Viernes	Saturday Samstag Samedi Sábado	Sunday Sonntag Dimanche Domingo
5	6	7	1	2	3	4
12	13	14	8	9	10	11
19	20	21	15	16	17	18
26	27	28	22	23	24	25
		29	30	31		



Yearly

2017



2018

How I Review

Daily



Omnifocus
Email
Feedly
Social Media
Calendar
Drafts

Weekly



Next Weeks
Schedule

Monthly

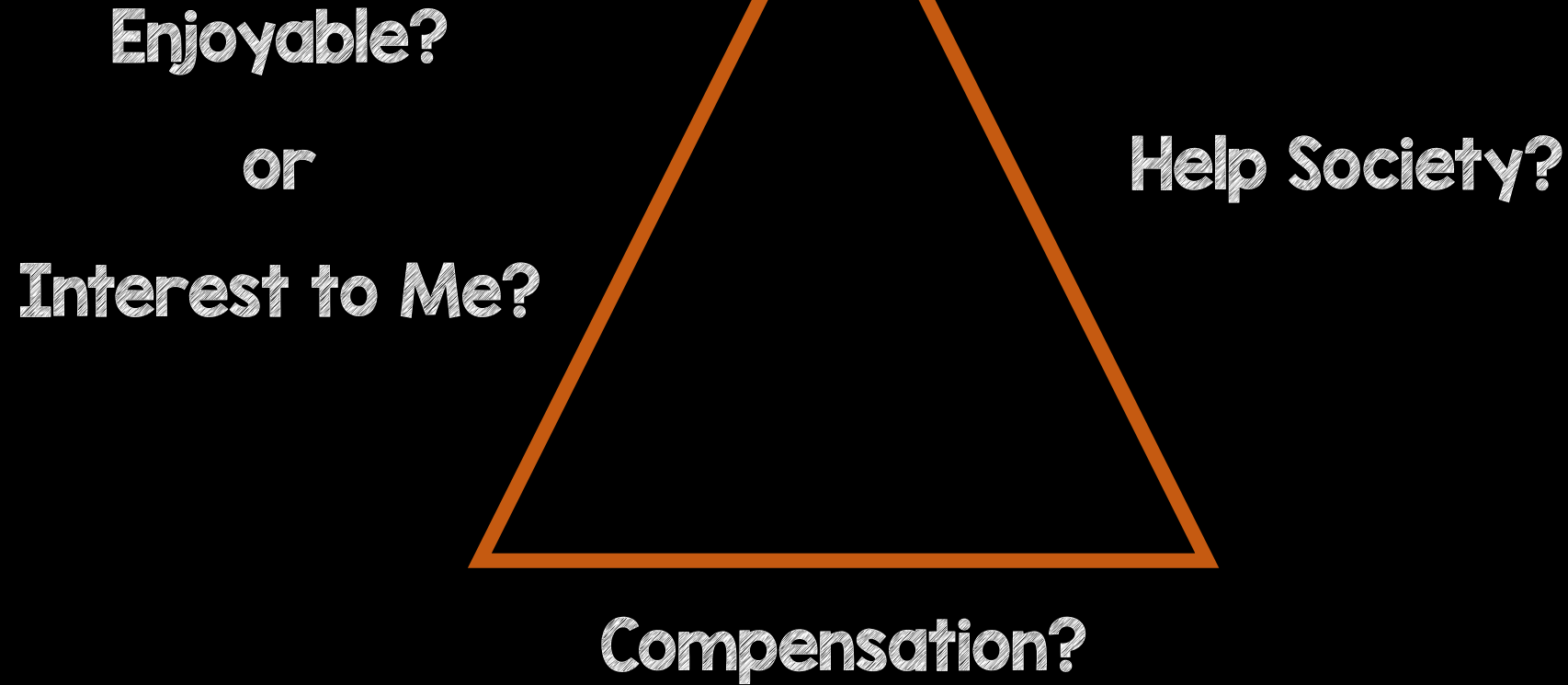


Next Months
Schedule

Yearly



Big
Goals



Need ≥ 2 to say YES

Ensure you don't have too much going on at the time the activity takes place

Engaging
(Actually Doing)





Scheduled Time

Only 3 Actions a Day





2 More Things



Push Notifications



Down Time



Busyness
≠
Productivity



**High Quality Work = Intensity of
Focus + Time Spent**



Questions

productivity



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