Practice Advancement Program

Productivity Strategies Part 2

Course Description

In this course, participants will design, build, and learn how to sustain a personalized productivity system rooted in the Getting Things Done (GTD) methodology. Expanding on the foundations introduced in Part 1, this course focuses on transforming inputs into actionable workflows, engineering a trusted task management system, strengthening prioritization skills and cultivating sustainable habits for long-term success.

Through practical exercises and reflective planning, participants will:

- Reduce cognitive overload by building external systems that capture and process every commitment
- Make more intentional decisions by clarifying priorities against personal and professional goals
- Develop self-reinforcing habits and routines that make productivity a lifestyle
- Adapt their systems continuously as contexts, projects and priorities evolve

By course completion, each member will have a functioning, personalized GTD framework - one that supports focused execution, promotes consistency and grows with them over time.

Course Syllabus

Session 1 – Inputs to Actions: Engineering a Trusted Task System

- Understand how inputs move through a GTD system - from capture to clarified action
- Identify the characteristics of a trusted, reliable productivity system
- Recognize common failure points in task management workflows and why good systems break down
- Practice capturing and clarifying tasks from multiple input sources
- Conduct a personal productivity system audit to identify gaps and inefficiencies

Session 2 – Engineering Your Task System: A Practical Building Exercise

- Evaluate digital and analog productivity tools based on personal workflow preferences and context
- Design contextual containers (lists, projects, areas) that match how your work actually flows
- Build a complete, personalized GTD-based workflow from the ground up
- Identify personal barriers to consistency and develop proactive structural solutions
- Practice the full capture → clarify → organize cycle with real tasks

Session 3 – Prioritizing with Intentionality: Choosing the Right Work at the Right Time

- Differentiate between urgency, importance, impact and goal alignment as prioritization lenses
- Apply advanced frameworks to resolve conflicts between competing responsibilities

- Develop strategies for selecting high-value work under pressure, ambiguity and competing demands
- Recognize the cognitive costs of overcommitment, context switching and decision fatigue
- Connect daily task selection to longer-term personal and professional goals

Session 4 – Engaging and Sustaining a High-Productivity Lifestyle: From System to Identity

- Design daily and weekly routines that reinforce GTD discipline and focused execution
- Understand the behavioral and environmental factors that sustain productivity over the long term
- Apply energy management and recovery strategies to prevent burnout and maintain high performance
- Build a Weekly Review practice as the keystone habit of your GTD system
- Learn to adapt and evolve your system as priorities, roles and contexts change
- Create a personal sustainability plan to carry the work of this course forward

*PREREQUISITES: Productivity Strategies Part 1