

The GTD* Mastery 100

Checklist for Greatness

Name:

Date:

Add up your score monthly and track in your GTD journal. Work with a coach to get to 90 or above.

The Basics

- 1. I have read *Getting Things Done* from front to back.
- 2. I have a calendar, which is always on hand.
- 3. I use my calendar for appointments and day-specific items only.
- 4. I have a physical inbox, which I use daily.
- 5. I have an email program, set up the way I want it.
- 6. I have voice mail, set up the way I want it.
- 7. I always have a way to capture ideas and get them out of my head, in all contexts (notepad, laptop, voice recorder, etc.).
- 8. I have a place or places to keep Next Actions lists, accessible in the right context.
- 9. I have a Master Projects List.
- 10. I have listened to GTD on audiobook.
- 11. I have a list for tracking “Waiting For” items.
- 12. I have lists for tracking “loaned out stuff” and “stuff I'm borrowing.”
- 13. I have a folder marked “inbox” on my computer for downloaded files.
- 14. I have a tickler file or reminder system in place which is fun and fast to use.
- 15. I have a paper file system which is fun and fast to use, perhaps using an automatic labeler.
- 16. I only have physical actions on my Next Actions lists—no multi-step projects.
- 17. I have a weekly review scheduled for each week.
- 18. I maintain a “Someday/Maybe list,” and regularly review and update this list during daily and weekly reviews.
- 19. I have dedicated physical office space set up.
- 20. I have all the office supplies I need (p. 92).
- 21. I have mobile office space set up, if needed.
- 22. My computer files are set up for maximum productivity.
- 23. I attend a weekly productivity group centered around the GTD methods.
- 24. For the first 6 months of implementing my GTD system, and often thereafter as needed, I keep a GTD journal in which I write a “how’d I do?” update nightly.
- 25. I review my notes from my GTD journal weekly and monthly to keep myself improving and on track.

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Intermediate

- 26. I have been using the GTD system consistently for 3-6 months.
- 27. I have read *Getting Things Done* twice or more.
- 28. I have listened to GTD on audiobook so much I can impersonate David Allen's voice with an eerie accuracy.
- 29. I consistently follow up on "waiting for" items.
- 30. I consistently follow up on "loaned out stuff" and "stuff I'm borrowing."
- 31. I consistently clear out my email inbox to 0 every day by 5pm.
- 32. I consistently clear out my physical inbox to empty every day by 5pm.
- 33. I consistently clear out my voice mail every day by 5pm.
- 34. I consistently clear out my computer folder marked "inbox" daily.
- 35. I consistently clear out any other "inboxes" (e.g. voice recorders, notepads, etc. with unsorted "stuff") every day by 5pm.
- 36. I always do my weekly review, scheduled for the same time weekly.
- 37. I have no unsorted papers anywhere besides my physical inbox, project files, and reference files.
- 38. I have a file cleanout day scheduled in my tickler file or calendar for once a year.
- 39. I have my other altitudes specified (p. 200), and I update them at least quarterly, with a reminder in my tickler file or calendar.
- 40. I reconnect with my higher altitudes at least weekly, usually daily in the morning to keep me inspired.
- 41. My Master Projects List is regularly updated at least weekly.
- 42. I often do a preview at the start of my day, and a mini-review at the end of my day.
- 43. I am familiar with the major GTD online tools and their strengths and weaknesses.
- 44. I have found online and/or paper tools that work best for me and my GTD system which I use every day.
- 45. When clearing my inboxes, I start at the top and take each item one at a time until it is processed (instead of skipping around to what's easiest)—nothing goes back into "In."
- 46. I am familiar with mind mapping, and either use software or paper to do mind maps when useful.
- 47. I know the 5 steps of the Natural Planning Model by heart (p. 56), and use it for personal project planning and for facilitating meetings.
- 48. I know the Threefold Model for Evaluating Daily Work by heart (p. 196), and refer to it often during the course of the day, or do so intuitively.
- 49. I know the Four-Criteria Model for Choosing Actions in the Moment by heart (p. 192), and actually work that way, or I have found something that works even better.
- 50. I have experimented with GTDgmail or some other productivity enhancing email software, and found what works best for me.



Advanced

- 51. I have been using the GTD system for 6 months or more, every day.
- 52. I am subscribed to GTD Connect and have listened to much of the material there (<http://davidco.com/connect/>).
- 53. I have listened to the 43 Folders podcasts with David Allen (<http://odeo.com/show/3351643/view>).
- 54. I have coached 3 people in successfully implementing GTD into their lives.
- 55. I've read David Allen's other book *Ready for Anything*, and several other books on personal productivity.
- 56. I get into a flow state when working about 1/4 to 1/2 of the time now.
- 57. I don't ever carry anything in my head that could be put into my system, and many times during the day I download ideas, next actions, and projects to my lists.
- 58. I have read *Getting Things Done* at least twice, and used it so much for reference it is dog-eared and has notes on almost every page.
- 59. I always return phone calls within 24 hours, usually within 2-12 hours, with none lost or forgotten.
- 60. I respond to all emails within 24 hours (usually much sooner), and none get lost or forgotten.
- 61. When I put something into my inbox, I completely trust that it will get done...or I know why it's not getting done and am comfortable with it.
- 62. When I commit to doing something for someone, I completely trust that I will do it...or I'll let them know ahead of time why I can't complete it.
- 63. That low-level anxiety I used to feel around my "stuff" and my work is completely gone.
- 64. My mind is like water, clear and calm, and I never think about anything I don't want to more than once.
- 65. My paper filing system is completely up-to-date, always.
- 66. I am the most organized person of anyone I know, by far (except other GTD-masters!).
- 67. I never drop the ball on any project or task.
- 68. I can't remember the last time something "fell through the cracks" in my system.
- 69. I get frustrated with people who drop the ball on things, because I honestly can't understand their perspective anymore.
- 70. I get regular coaching from someone with at least 4 years experience with GTD.
- 71. I am familiar with the strengths and weaknesses of the GTD system because I've read and studied other productivity systems.
- 72. My system is automatic and almost never requires discipline or will to follow through.
- 73. I can clearly see how my daily work connects all the way up and down my altitudes.
- 74. I am so productive and clear that new creative ideas are bursting forth like never before...and I have a way to capture them and make them real, if I choose to.
- 75. I can always say no with integrity, because I always know what's on my plate and what's important.

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Mastery

- 76. I have been using the GTD system for 12 months or more, very consistently.
- 77. My system has been squeaky clean for over 6 months.
- 78. My system has gone through several evolutions, changing tools as needed to improve productivity, adapting to my life appropriately.
- 79. I have coached over 10 people in successfully implementing GTD into their lives, who have sustained their systems for over 6 months.
- 80. I easily arrive at all appointments 10 minutes early, well-prepared, with a calm and peaceful mind.
- 81. I am usually in a flow state when working.
- 82. I never drink caffeine or eat sugar anymore—my work naturally energizes me.
- 83. I don't work with people who let things drop through the cracks anymore, unless I absolutely have to, or unless they are my GTD coaching client.
- 84. I am known for consistently under-promising and over-delivering on my commitments.
- 85. I exercise regularly according to an intelligent plan that is best for my body, leading towards ever-improving health, strength, aerobic capacity, flexibility, and overall fitness.
- 86. I get up at the same time early every morning, right when my alarm goes off, and immediately enter the flow, with relaxed focus.
- 87. I have a regular spiritual practice, scheduled daily or weekly, which I consistently follow.
- 88. I have a list of books for personal/spiritual/career development which I consistently burn through, perhaps by scheduling reading time at regular times of the day or week.
- 89. I regularly try out new productivity tools, but only when there is a real need, not for the sake of “productivity prOn.”
- 90. When I commit to something, it's as good as done, no matter how hard or how many steps it will take.
- 91. Project planning and mind mapping are as easy and automatic as breathing to me.
- 92. I've delegated or automated many of my regular errands, to the point where I rarely do errands anymore.
- 93. I'm surrounded by people who are as productive as me.
- 94. I have several mentors who are orders of magnitude more productive than me, whom I meet with regularly.
- 95. My living space is like a zen temple—everything accounted for, everything purposefully and consciously attended to.
- 96. My office space is meditatively state-changing—people regularly comment on how peaceful they feel when they sit at my desk.
- 97. I could, if I chose to, make a comfortable living teaching personal productivity—I have people asking me about it constantly, without me saying anything first.
- 98. I could write my own book on productivity...or maybe I already have.
- 99. I tend to reach my goals earlier and with greater ease than expected.
- 100. Work—and life—is ecstasy, bliss, pure joy.

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Total: / 100

0-25 = Beginner

26-50 = Adept

51-75 = Warrior

75-100 = Jedi

Free Life Coaching

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