

# *Quick Capture & GTD*



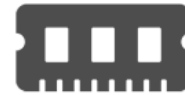
Everything starts with an idea



# *"Mind like water"*



Having ideas,  
not holding them



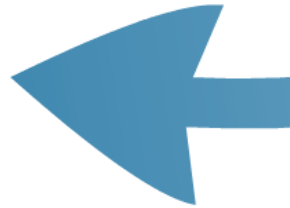
Mind = Computer RAM



Mind Like Water



A clear mind +  
organized thoughts =  
effective productivity



# *Important vs. Urgent*



Maintain balance



Focus on what's important



Decide what to do when

# ***Eliminate "Emergency Scan Modality"***



Attack your day



Putting out fires



Stop "scanning"

# *Only 2 Things You Need to Do*



1. What you're  
doing right now



2. Everything else



*Priorities = how you spend  
your time*

# *Efficient vs. Effective*



Efficient = doing  
things right



Effective = doing  
the right things

**GTD**

idea

