

Jobs to be done - training overview

**Graduate School in Advanced Optical Technologies (SAOT)
Friedrich-Alexander University Erlangen-Nürnberg**

04th of March 2021
Martin Gunkel



Jobs to be Done Training in a Nutshell

Course Duration

1 Day



ABOUT THIS COURSE

This course is inspired by the proven system “getting things done” by David Allen and will help trainees to structure and complete their work more effectively. The method is proven to reduce the stress level, save time and increase output at work.

The main target is to create a system to help trainees keeping the overview of their commitments and priorities to free the mind for creative and productive tasks: Instead of remembering the work trainees can focus on doing their work.



Trainer: Martin Gunkel

Who should attend?

Anybody who wishes to improve the performance on the job and who would like to get more done with less stress.

This training is designed to help trainees manage the workflow better and always be in control of priorities, tasks, communications, appointments and commitments.

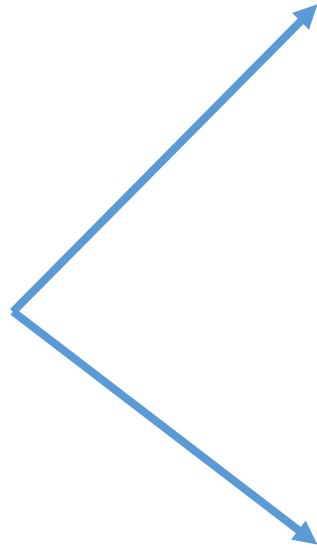
The training is specifically designed for knowledge workers intending to take their performance to the next level and produce more tangible results while freeing themselves from the drag of their daily tasks.

WHAT will trainees learn?

- How to build up a system to get a 100% clear view on commitments and priorities
- Relieve stress from your head and become more productive
- Tools for increased creativity
- Bullet proof methods to never forget any appointments or commitments
- How to get emails under control
- Methods to stop worrying about the work and move on towards doing the work

Content and Agenda

Learning by doing sessions



Timing	Duration	Topic
09:00 - 09:10	00:10	Getting started, what's in it for you?
09:20 – 10:20	01:00	Lesson 1: Introduction to getting things done <ul style="list-style-type: none"> • What is “getting things done (GTD)”? • The promise – Stress free productivity • The framework • Take home points
10:20 – 10:30	00:10	Short break
10:30 – 11:30	01:00	Exercise 1: Let's Get started together <ul style="list-style-type: none"> • Mind sweep exercise • Getting email under control (starting point) • Your personal checklist
11:30 – 13:00	01:30	Lunch break + Email task
13:00 – 14:00	01:00	Lesson 2: Make GTD Work for you <ul style="list-style-type: none"> • Recap: The GTD framework • Waiting for and reminders • Project focus in GTD • Organize your tasks in your system • The weekly review
14:00 – 14:10	00:10	Short break
14:10 – 15:30	01:20	Exercise 2: Fully implement the GTD framework <ul style="list-style-type: none"> • Organize your tasks in your system • Waiting for and reminders • Your system to keep email under control
15:30 – 16:00	00:30	Wrap up of the key points
16:00 ~ 16:15		Training finished

Agenda Lesson 1:

Introduction to getting things done

1. What is “getting things done (GTD)”?
2. The promise – Stress free productivity
3. The GTD framework
 1. Capture
 2. Clarify
 3. Organize
 4. Reflect
 5. Engage
4. How to stop putting things off
5. Take home points

Agenda Exercise 1:

Let's Get started together

1. Empty your inbox
2. Mind sweep exercise
3. Getting email under control (starting point)

Agenda Lesson 2:

Make GTD Work for you

1. Recap: The GTD framework
2. Waiting for and reminders
3. Project focus in GTD
4. The weekly review
5. The personal checklist
6. Take home points

Agenda Exercise 2:

Fully implement the GTD framework

1. Organize your tasks in your system
2. Waiting for and reminders
3. Your system to keep email under control