



# Getting Things Done A Book by David Allen | Summary & Analysis in 15 minutes or less

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## A Lightning Reads Summary for Getting Things Done by David Allen

This summary of David Allen's book, *Getting Things Done*, provides a swift yet detailed analysis of the original book, breaking down the key points of the original work into five digestible chapters. As amazing as the original book is, many people lack the time to merely read an hour a day. Thankfully, this is why this 3,000 word summary was made! This analysis is for individuals who want to boost their productivity, relieve the stress they feel at work and home, and clean up their messy, scattered occupations.

David Allen, an experienced productivity consultant, discovered that the biggest problem in workplace productivity was how often the small things were ignored! Too many productivity enhancement methods try to increase awareness of the "big picture" or "grand scheme of things," which is exactly why those methods often fail. Instead, Allen claims that we should focus on the smaller tasks at hand. By resisting the urge to prioritize and think broadly, we will actually engage in the act of doing things. We will finally learn how to get things done!

If you want to learn how to transform overwhelming "to do" lists into a series of completed tasks, crack open this book and start *Getting Things Done*!

### What you will learn in this summary:

- The Five Stages of Workflow Management
- The value of physically gathering your projects together
- How to process your work
- How to organize your work
- The importance of frequent self-reviews
- The three models of action

**This is NOT the original book by David Allen, but a summary intended to supplement the compliment. Please enjoy this analysis in conjunction with the original work!**

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