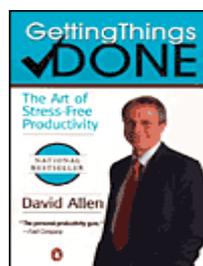# Course # 411001 Organization & Time Management

based on the book:

Getting Things Done: The Art of Stress-Free Productivity
by: David Allen (2001)

12 CPE Credit Hours
Management

Chapter 1 - A New Practice for a New Reality

1. The "Ready State" is:

	The state just after the "Action State"
	A situation in which one is "on guard" for attacks
	A condition of working, doing, and being in which the mind is clear and constructive things are happening
	A state of preparedness

2. A major factor in the mounting stress level is that the actual nature of our jobs has changed much more dramatically and rapidly than have our training for and our ability to deal with work.

   | | TRUE |
   | | FALSE |

3. An "open loop" is anything that does not belong where it is, the way it is and pulls on your attention.

   | | TRUE |
   | | FALSE |

4. The first basic requirement for managing commitments is to realize that if it's on your mind, your mind isn't clear. Anything you consider unfinished in any way must be captured in a trusted system outside your mind.

   | | TRUE |
   | | FALSE |

5. Managing thoughts is the prime challenge.

   | | TRUE |
   | | FALSE |

6. Outcome thinking is one of the most effective means available for making wishes reality.

   | | TRUE |
   | | FALSE |

7. There is usually an inverse relationship between how much something is

on your mind and:

- [ ] Its importance to you
- [ ] How much it will cost to complete
- [ ] How much its getting done
- [ ] How much time will be required to complete it

Chapter 2 - Getting Control of Your Life: The Five Stages of Mastering Workflow

8. The following is not a stage of mastering workflow.

- [ ] Do
- [ ] Dream
- [ ] Collect
- [ ] Process

9. The "collect" stage allows you to:

- [ ] Micromanage your life
- [ ] Implement multiple methodologies to organize mission critical objectives
- [ ] Let go of the lower-level task of trying to hang on to everything
- [ ] Become a pack rat

10. Having as many collection buckets as possible is a critical success factor.

- [ ] TRUE
- [ ] FALSE

11. If an item is determined to be non-actionable, it might end up in your:

- [ ] Trash
- [ ] Calendar
- [ ] In-box
- [ ] Voicemail box

12. You determine what to do and what not to do by trusting your intuition.

☐ TRUE

☐ FALSE

13. "Next action" lists and the calendar are at the heart of daily action-management organization.

☐ TRUE

☐ FALSE

14. A "project" is defined as:

☐ A mission critical objective

☐ Any desired result that requires more than one action step

☐ A plan which leads to the completion of an organizational objective

☐ An organized set of instructions required for achieving priority goals

15. A weekly review of everything that might potentially require action is a critical success factor.

☐ TRUE

☐ FALSE

Chapter 3 – Getting Projects Creatively under Way: The Five Phases of Project Planning

16. The first step to the Natural Planning Model is to visualize the outcome.

☐ TRUE

☐ FALSE

17. Asking why helps us to define success.

☐ TRUE

☐ FALSE

18. The principle that emerges from understanding the way your perceptive filters work is:

☐ You must believe to achieve

☐ You won't see how to do it until you see yourself doing it

☐ Anything worth doing is worth doing right

[____] If the glove doesn't fit, you must acquit

19. When brainstorming, one should go for quality and not quantity.

[____] TRUE

[____] FALSE

20. A project is sufficiently planned for implementation when every next-action step has been decided on every front that can actually be moved on without some other component's having to be completed first.

[____] TRUE

[____] FALSE

Chapter 4 - Getting Started: Setting Up the Time, Space, and Tools

21. The basics for a workspace are:

[____] A modular unit

[____] An intricate system of record retention

[____] A writing surface and room for an in-basket

[____] A good chair and a trash can

22. Implementation, whether all out or casual, is a lot about tricks.

[____] TRUE

[____] FALSE

23. One of the best tricks for enhancing your personal productivity is having organizing tools that you love to use.

[____] TRUE

[____] FALSE

24. Your filing system should be fast, functional and:

[____] fun

[____] efficient

[____] alphabetical

[____] numerical

25. A labeler is usually unnecessary.

	TRUE
	FALSE

Chapter 5 - Collection: Corralling Your "Stuff"

26. Supplies should go into your in basket.

	TRUE
	FALSE

27. In the mind sweep, it's best to go for quantity.

	TRUE
	FALSE

28. Once you feel you've collected all the physical things in your environment that need processing, you'll want to collect anything else that may be residing in your psychic RAM.

	TRUE
	FALSE

29. Your "In" inventory should include emails and voice mails.

	TRUE
	FALSE

Chapter 6 - Processing: Getting "In" to Empty

30. If the next action will take less than two minutes, you should:

	Add it to your under two minute list
	Defer it
	Delegate it
	Do it

31. The two minute rule is magic.

	TRUE
	FALSE

32. When processing your in basket, it's most efficient to process multiple items at a time.

	TRUE
	FALSE

33. You should never put anything back into "in".

	TRUE
	FALSE

34. "Next actions" means the next physical, visible activity that would be required to move the situation toward closure.

	TRUE
	FALSE

Chapter 7 - Organizing: Setting up the Right Buckets

35. Airtight organization is required for your focus to remain on the broader horizon.

	TRUE
	FALSE

36. It's important to put actions on your calendar that you think you'd like to complete that day.

	TRUE
	FALSE

37. One elegant way to manage nonactionable items that may need an action in the future is:

	The reference organizer
	The tickler file
	The holding pile
	The in basket

38. It's critical to keep the seven organizational categories pristinely distinct from one another.

	TRUE

	FALSE

39. Checklists can be highly useful to let you know what you don't need to be concerned about.

	FALSE
	TRUE

40. A desired outcome that may require more than one action step to complete is called a:

	Project
	Multi-step action
	Dream
	Process

Chapter 8 – Reviewing: Keeping Your System Functional

41. The purpose of workflow management is to:

	Let your brain become lax
	Make organization fun
	Enable your brain to move toward more elegant and productive activity
	Synchronize your brain with organizational priorities

42. A few hours a day is usually all you need for review.

	TRUE
	FALSE

43. Your most frequent review will probably be of your daily calendar.

	TRUE
	FALSE

44. The weekly review is whatever you need to do to get your head empty again.

	TRUE
	FALSE

Chapter 9 - Doing: Making the Best Action Choices

45. According to Charles Schwab, the best place to succeed is:

    | | In the stock market
    | | With the familiar
    | | At the beginning
    | | Where you are with what you have

46. Taking the inventory of your current work at all levels will automatically produce greater focus, alignment, and sense of priorities.

    | | TRUE
    | | FALSE

47. The first consideration according to the four-criteria model for choosing actions in the moment is:

    | | Time available
    | | Energy available
    | | Context
    | | Priority

48. According to the six-level model for reviewing your own work, the 20,000 feet review focuses on areas of responsibility.

    | | FALSE
    | | TRUE

Chapter 10 - Getting Projects under Control

49. Great tools can trigger good thinking.

    | | TRUE
    | | FALSE

50. The biggest improvement opportunity in planning consists of techniques for the highly elaborate and complex kinds of project organizing.

    | | TRUE
    | | FALSE

51. You need to set up systems and tricks that get you to think about your

projects and situations more frequently, more easily, and in more depth.

| | TRUE
|-|
| | FALSE

Chapter 11 - The power of the Collection Habit

52. It's important to use your mind to think about things rather than of them.

| | TRUE
|-|
| | FALSE

53. One option for eliminating the negative consequences that comes from broken agreements is to:

| | Renegotiate the agreement
|-|
| | Deny the agreement
| | Avoid the agreement
| | Forget the agreement

54. Maintaining an objective inventory of your work makes it much easier to say no with integrity.

| | TRUE
|-|
| | FALSE

Chapter 12 - The power of the next-Action Decision

55. Avoiding action decisions until the pressure of the last minute creates huge inefficiencies and unnecessary stress.

| | TRUE
|-|
| | FALSE

56. Clarity, accountability, productivity and empowerment are the results of:

| | A good education
|-|
| | Strong willpower
| | Micromanagement
| | A next-action decision making standard

57. When a culture adopts "What's the next action?" as a standard operating query, there's an automatic increase in energy, productivity, clarity, and focus.

	TRUE
	FALSE

Chapter 13 - The Power of Outcome Focusing

58. Defining specific projects and next actions that address real quality of life issues is productivity at its best.

	TRUE
	FALSE

59. The value of natural project planning is that it provides an integrated, flexible, aligned way to think through any situation.

	TRUE
	FALSE

60. Empowerment naturally ensues for individuals as they move from complaining and victim modalities into outcomes and actions defined for direction.

	TRUE
	FALSE

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