GTD = Get Things Done
(Online Productivity Tools Get Real)

PF Anderson,
Emerging Technologies Librarian,
Health Sciences Libraries,
pfa@umich.edu

© 2008 Regents of the University of Michigan. All rights reserved.

GTD

• “Get Things Done” tools
  – To do
  – Task management
  – Special tasks
  – Time management
  – Project management
  – People management

GTD - Reading

• Instapaper: http://www.instapaper.com/

Log In · Register
The best newspaper in the universe.

How it works
1. You find something you want to read, but you don’t have time now. You mark it as unread.
2. When you have time to read, you come here on your computer or phone and get whatever you wanted to read.

GTD - DIY ToDo List

• del.icio.us / rosefrising / 2do

Your items tagged 2do (create tag description) → view all, popular
< earlier | later > page 1 of 9

Twitter for Librarians: The Ultimate Guide | College@Home
Instapaper edit | delete

Del.icio.us links tagged with 2do or todo

GTD - Meetings

• MeetOMatic: http://www.meetomatic.com/

Doodle: http://www.doodle.ch
GTD: Joe’s Goals

A simple tool I built to help me keep track of my goals. Now you can use it too.

Joe’s Goals

<table>
<thead>
<tr>
<th>Task</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update Blog</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bring Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eat Out</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Track your score. Create as many positive and negative goals as you need.

GTD: 30 Boxes

30 Boxes lets you connect with the people who matter most.
- Remember Birthdays
- Know What’s Going On
- Get Stuff Done
- Keep Up With Friends
- Painless Organization

“it will change your life...”
“amazing service”
“it’s so easy my mom can do it”

Hi, I’m Narendra from 30B.
You’re invited to try the world’s best online calendar.

or just get started!

GTD: Remember the Milk

GTD: Remember the Milk

The best way to manage your tasks.
Never forget the milk on anything else again.

Sign up now or take a test!

GTD: Voo2do

there’s too much worth doing—choose wisely.

Voo2do is completely free (with no limits) and there’s nothing to be afraid of.

sign up for free

Voo2do is completely free (with no limits) and there’s nothing to be afraid of.

GTD: Vitalist

Are You Ready To Get Things Done?
Vitalist is perfect for anyone needing to get things done.
Easily organize your tasks and projects online. From grocery lists to business projects, task it all with Vitalist.

Getting Started FREE!
GTD: TODOIST

Todoist is a popular online task manager that’s useful, fast and easy to use. With Todoist you can accomplish more since you have:

- A simple interface
- Todoist looks like a simple and intuitive interface that helps you get organized and achieve your goals in a less stressful manner.
- Built-in calendar
- Getdue allows you to keep and get overview of what tasks to get done today, tomorrow or never at all. It also notifies your mailbox tasks with a single click.
- Hierarchies
- Todoist lets you create sub-projects and sub-tasks with ease using hierarchical tasks.
- And lots more
- Todoist integrates with multiple services, reminders, labels, quicksilver and much more.

Sign up now (it’s free) and see how Todoist helps you become more productive!

Visit: High usage of Todoist easy to use in a very short time.

- P. A. Smart, Bethel, VT

GTD: TODOIST

References:
- Keyboard shortcuts: Overview of keyboard shortcuts.
- Quicklink: Shows the syntax for links, text, etc.
- Data import: Shows an overview of possible ways to import data to your tasks.
- Data and time insertion: Shows an overview of possible ways to insert dates and times.
- Labels: How to append labels to items and how to apply them.
- Reminders: Learn how to get reminded about a task.

GTD: RescueTime

Ridiculously Easy Time Management & Analytics

For Business Groups...

- Maximum efficiency: Understand how your team is spending their time.
- Help your group get more done in less time.
- Stop micromanaging:
- See which software is being used and which is costing you.

For Individuals...

- Structured and efficient: Stop spending your time - do the right thing.
- Smarter prioritization & less interruptions enabled:
- Sunlight productivity of your stress without giving up on yourom.”

GTD: GTD Agenda

GTD Agenda

- GTD Agenda: http://www.gtdagenda.com

GTD: Hiveminder

Hiveminder

- Collaborative task lists that work like to do.
- New to Hiveminder?
  - Use Goals, Projects, Tasks, Checklists, Schedules and Calendar to manage your time and activities in the most efficient way.
  - Use Contexts and Next actions to decide what needs to be done first, and which.
  - Prioritize: Put things in the order most likely to make the project or yourself successful.
  - Always have your tasks at hand. You can get GTD Agenda on your mobile phone.

New Features added:
- Add Visibility/Notes functionality.
- Time Tracking: Save time for tasks.
- Time Tracking: Save time for tasks, More RM/2009/Email and Print.
- Share:
  - Set up reminders for yourself, clients projects or tasks with others.
- Review:
  - Check out the status, set priorities, and more.
- Be productive!

Don’t have an account? Sign up!

See more

Already have an account? Sign in below:

- Time
- Performance
- Analysis
- More time

Take the full tour +
Sproutliner

New Users, Welcome to Sproutliner!
Sproutliner is a free web service that helps you manage your projects and ideas (think of it as a supercharged structured to-do list). It uses core rather seamless client-side technology to make things as simple and easy as possible, without bugging you to worry about filling in fields to save your precious data.

Manage your tasks
Drag and drop real time editing. no more timing out, no put your tasks and plans whatever format you like.

Store data your way
Lose your own columns, create checklists, drag drop lists, list of the text fields, draw mind maps and romance them whenever it suits.

GTD: Zoho Planner

Online Organizer - Plan • Organize • Share
Add tasks, lists, notes, images. Share with your friends. Free, get tasks done, online or free

Tasks
- Add tasks to-do list with date, mark them complete when they get done.
- Set reminders
  - Set when reminder to sent out your list of tasks.
- View As
  - View tasks online from one place and access from anywhere.

Make notes
Add notes to your page to keep track of your tasks activities.

Public Notes
Zoho Planner Alt.

GTD: Nozbe

Nozbe is a web-based task manager and to-do list app software that will help you organize projects. to-date management and to-do lists. Nozbe allows you to save a project in your browser and use it in mobile phones and apps. Nozbe is David Allen's best selling book Getting Things Done. "It's 7 of what you promised!"

Simply Get Things Done!

Recommended web application
Nozbe is a web doesn't need any application that will help you organize projects. to-date management and to-do lists. Nozbe allows you to save a project in your browser and use it in mobile phones and apps. Nozbe is David Allen's best selling book Getting Things Done. "It's 7 of what you promised!"

Simply get to-do lists, task manager and project management. Online web-based GTD Software.

GTD: Nozbe

With Nozbe you will:
- Get to-do lists done, not just create them
- Effectively manage all of your projects
- Know instantly what to do next
- Keep all related documents at one place
- Access with Browser, iPhone or Mobile phone
- Be reminded about due actions right on time
- Share projects with friends to work together
- Get things done by your Company (NEWS)
- Have nothing to install, just sign up and use!

New! Multi-Accounts
Perfect for Businesses and Teams

Sign up for a free, http://nozbe.com
GTD: BackPack

Sign up for free, Not free to use

GTD: ToodleDo

ToodleDo: http://www.toodledo.com

GTD: Comparisons

ToodleDo: Feature Comparison: http://www.toodledo.com/info/compare.php

GTD: GTD Reviews

http://www.whatsthenextaction.com/gtd/archive/2007/01/14/5_gtd_systems_i_stopped_using.html

Want more? Kidney Notes

Kidney Notes: Useful Tools for Blogging, Medicine, and Getting Things Done:


Want more? Mindmap of GTD

The Efficient MD: Mindmap of Getting Things Done:


Updated Mindmap / Flowchart of Getting Things Done (GTD) by David Allen

I recently created several educational mindmaps with MindManager (see here and here for examples). As an experiment, this is a mindmap I created of the methodology of Getting Things Done by David Allen. (Click on image to enlarge) (UPDATE: By popular request, I’ve also created a printable PDF file. If DavidCo gives me permission, I’ll publish the original MindManager file, until then, I’d encourage you to create your own mindmap for personal use.) It’s a detailed map, but I found it helpful to have a bird’s eye view of the entire system. Please note that these are not my ideas, this mindmap is provided for educational purposes only, and I encourage you to visit DavidCo.com and/or buy Getting Things Done. It’s worth reading.
Want more? EfficientMD

The Efficient MD
www.EfficientMD.com

Life Hacks for Doctors is the Slideshow of the Day on Slideshare.

Just received this email:

Your slideshow Life Hacks For Doctors has been selected as the 'Slideshow of the Day' on the Slideshare homepage. Our editorial team would like to thank you for this awesome creation.

- The Slideshare team

Here's the link to view the slideshow:
http://www.efficientmd.com

Want more? Internet Duct Tape

Distraction Free GTD: 32 Tools List
Web Applications

The free trial of LiveWriter has forced me to try my hand at using Web Forms at last. We'll talk more about Live Writer in a future column. Web Forms is a way to build web applications that is not specific to any web application system. The whole idea behind a site-specific web browser is that you want to access a web application without being tied to access other sites. You want to access a site without being tied to access the rest of the internet. Agendas, To-Do Lists, and calendars are examples of this. If you don't have a site-specific web browser, you can access your tasks to add or check items without getting caught in an Internet black hole.

Want more? OEDB List

OEDB: e-Learning Reloaded: Top 50 Web 2.0 Tools for Info Junkies, Researchers & Students

Here's the link to view the site:
http://oedb.org/library/beginning-online-learning/e-learning-reloaded-top-50-web-20-tools-for-info-junkies-researchers-students

Want more? Links

- GTD:
  - http://del.icio.us/tag/gtd
- Related links:
  - http://del.icio.us/tag/organization+tools
  - http://del.icio.us/tag/productivity+tools
  - http://del.icio.us/tag/lifehacks

Contact

- Patricia F. Anderson
  - Emerging Technologies Librarian
  - Health Sciences Libraries
  - University of Michigan
  - pfa@umich.edu