

● THE METHOD, IN BRIEF

Getting Things Done[®]



See what matters. Do what's next.

A short, clear guide to the method: the idea behind it, the five moves, the one decision that sorts everything, and the habit that makes it stick.

CAPTURE



ORGANIZE



REFLECT



ENGAGE

● WHY NEXT, NOT WHEN

Next, not when.

Most task apps are built around dates. Getting Things Done is built around a different question — the one that actually moves you forward.

THE PROBLEM

Unfinished tasks become small accusations.

They start out helpful. Then the counters climb, the red badges multiply, and the unfinished work quietly turns into a backlog you carry around all day.

So you stop opening the app. Not because you stopped caring, but because it stopped helping.

A DIFFERENT APPROACH

Dates are kept for real deadlines.

Everything else turns on a single question, and it is not the one a calendar would ask. You stop scanning for what is overdue and start looking for what you can actually do.

The work stays held until you are ready for it — nothing nags, nothing hides.

THE CALENDAR ASKS

What's due today?

GTD ASKS

What can I do next?

● A METHOD IN FIVE MOVES

The five steps

Five moves, run as a loop. Not a checklist you finish, a rhythm you keep. Each move earns its place by making the next one lighter.

Capture

What has my attention?

Get it out of your head

If it pulls at you, it goes in. No sorting, no judging, no deciding. Capture is the one moment you are allowed to be messy.

01 / 05

Clarify

What does this mean?

Decide what it actually is

Pick one thing up and ask if it is truly actionable. If it is, name the very next physical step. If it is not, be honest and let it go.

02 / 05

Organize

Where does this belong?

Give it one honest home

Sort by where you can act, not by when it is owed. Keep a few lists you will actually open, and nothing parked where you will never look.

03 / 05

Reflect

Do I still trust this?

Look until you trust it again

Once a week, walk the whole system end to end. A list you never revisit is a list you have quietly stopped believing in.

04 / 05

Engage

What do I do now?

Act, and let the rest stay held

Nothing nags and nothing hides. You pick what fits the moment you are in, you do it, and the system holds everything else.

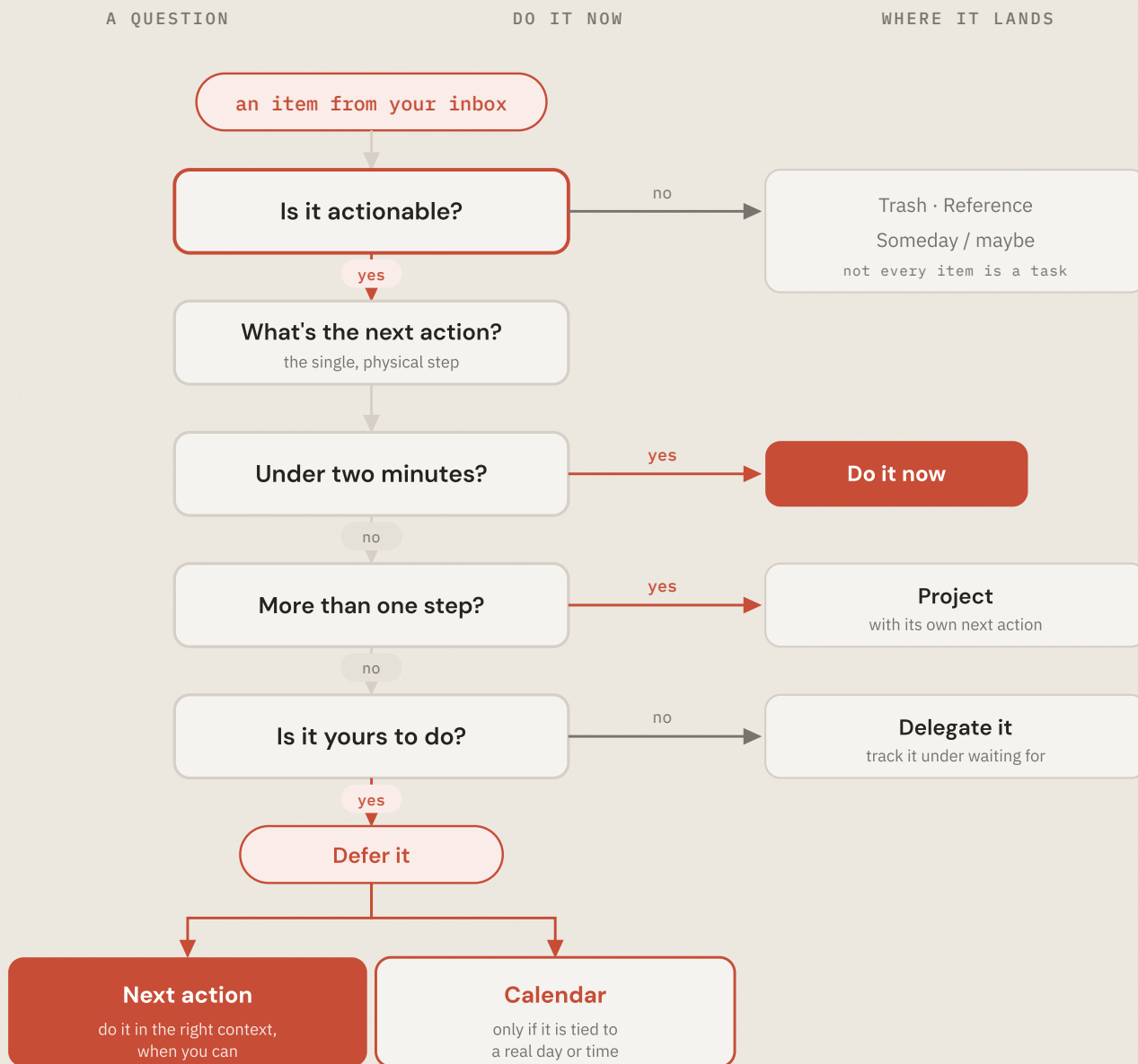
05 / 05

Reach the end and you are back at the start. **The loop is the point.**

● THE ONE DECISION

One question sorts everything

Take one item out of your inbox and run it through this. Every item gets exactly one home, and nothing is left in a maybe-later pile that never gets decided.



● ONE HOME FOR EVERY KIND OF THING

Where everything lives

Once an item is clarified, it has exactly one home. A handful of lists is all the method needs, and you only ever look at the one that matters right now.

Inbox

Everything you have captured but not yet processed. A holding bay, emptied often, never a place things live.

Waiting for

Things you handed to someone else and are tracking, so a handoff never quietly disappears.

Someday / maybe

Ideas you are not committing to yet. They rest here, reviewed now and then, until you are ready.

Projects

Any outcome that takes more than one step. Each one owns a single, clear next action.

Next actions

The concrete steps you can take now, grouped by context. This is the list you actually work from.

Calendar

Only what is truly tied to a day or a time. It stays short and sacred, never a wish list.

Reference

Information worth keeping that you cannot act on. No checkbox, just findable when you need it.

Contexts

Where you are and what you have. You filter your next actions by what is possible right now.

#home

#computer

#errands

#calls

You only ever open the list that fits the moment. The rest waits, quietly.

● THE HABIT THAT HOLDS IT TOGETHER

The weekly review

Once a week you walk the whole system end to end, one step at a time. It is the habit that keeps everything else worth trusting, and the one most people skip.

01

Get clear

Empty your inbox and your head, and decide what each loose thing is.

02

Get current

Walk every list. Update next actions and revive whatever has stalled.

03

Get creative

With a clear system, add the someday ideas you now have room for.

● SCALE IT TO THE WEEK

A review does not have to be all or nothing. Walk it in the same order each time, and choose how far to go.

A quick reset

A FEW MINUTES

Inbox and next actions only. Enough to get back on solid ground when the week got away from you.

A focused pass

DEEP, THEN SWEEP

Choose a few projects to think through properly, then move quickly through the rest.

The full loop

THE WHOLE SYSTEM

Every list, one at a time, in order. Nothing skipped and nothing assumed.

However deep you go, you reach the end and the whole system fits in your head again — that is why the loop is worth keeping. Getting Things Done® and GTD® are registered trademarks of the David Allen Company. tingdo is not affiliated with or endorsed by the David Allen Company.