

Getting Things Done

by David Allen

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

⁰¹ **The Two-Minute Rule**

If a task will take less than two minutes, do it now. Don't put it in a list. Don't schedule it. Just do it. Two-minute tasks left on lists never get done - they just create clutter.

MON TUE WED THU FRI SAT SUN

⁰² **Do a Brain Dump Today**

Open a blank document or paper. Write everything on your mind - every task, worry, commitment, idea. Don't organize. Don't edit. Just capture. All of it.

MON TUE WED THU FRI SAT SUN

⁰³ **Inbox Zero, Every Day**

Your inbox - email, messages, notifications - should hit zero at least once daily. Each item: do it, delegate it, defer it, or delete it. No passive storage.

MON TUE WED THU FRI SAT SUN

⁰⁴ **Define Your Next Action**

Pick one stuck project. Ask: what is the very next physical action required to move this forward? Write it down. Vague commitments are mental clutter.

MON TUE WED THU FRI SAT SUN

⁰⁵ **Weekly Review: Every Friday**

Block 60 minutes every Friday to: clear your mind, review all lists, capture any new open loops, and set priorities for next week. This is the engine of GTD.

MON TUE WED THU FRI SAT SUN

⁰⁶ **A Place for Everything**

If something has a home, it lives there. If it doesn't, create one. Clutter is deferred decisions about where things belong. Assign a home to every physical object.