

GETTING THINGS DONE

1. Introduction

Getting Things Done (GTD) is a personal productivity system developed by David Allen that redefines how to approach life and work. The GTD methodology can assist in gaining clarity, enhancing decision-making and establishing a trusted organizational system. This course aims to provide MOFE employees with sustainable productivity mindset and valuable skills in time management, prioritization, and effective communication, fostering collaboration and enhancing overall productivity so as to minimize stress and achieve a healthy work-life balance.

2. Training Objectives

Upon the completion of the training programme, the participants will be able to:

- Understand the core principles of the Getting Things Done (GTD) methodology
- Learn effective techniques for capturing and processing information
- Develop a trusted organizational system that enables them to categorize and prioritize their tasks, projects, and commitments effectively
- To make informed decisions about their tasks and projects, based on their priorities, resources, and desired outcomes.
- Cultivate a habit of regular review and reflection
- Enhance productivity and reduce stress
- Improve time management and prioritization skills
- Foster collaboration and effective communication

3. Course Programme

The contents may cover and not limited to the following:

- Introduction to Getting Things Done
- Techniques for capturing and collecting all tasks, commitments, and ideas
- Processing and Organizing collected information
- Clarifying and Decision-Making for clarifying objectives and desired outcomes
- Creating a Trusted System
- Review and Reflection
- Productivity and Stress Management
- Time Management and Prioritization
- Collaboration and Communication using GTD principles
- Sustainable Productivity Mindset

- Creating an action plan for implementing GTD

4. Targeted Participants

Officers level (Division II)

5. Number of Participants

30 participants

6. Duration and Frequency

Duration: 3 days.

Frequency: 1 session only

7. Methodology

- Practical Activities
- Discussion
- Lectures
- Presentations
- Role plays (if applicable)

8. Training Delivery

The training venue and refreshments will be provided by the Ministry of Finance and Economy.

9. Delivery Language

English language

10. Requirements

- There will be two types of assessments needed for each of the participants namely pre-assessment and post-assessment.
- Report on individual assessments and performance to be submitted to the Ministry of Finance and Economy within one week after the completion of the training programme.
- Joint Certificate of Participation with Ministry of Finance and Economy.