

Contents

Acknowledgments	vii
Foreword by James Fallows	xi
Introduction to the Revised Edition	xv
Welcome to <i>Getting Things Done</i>	xxv
Part 1: The Art of Getting Things Done	1
<i>Chapter 1</i> A New Practice for a New Reality	3
<i>Chapter 2</i> Getting Control of Your Life: The Five Steps of Mastering Workflow	27
<i>Chapter 3</i> Getting Projects Creatively Under Way: The Five Phases of Project Planning	58
Part 2: Practicing Stress-Free Productivity	83
<i>Chapter 4</i> Getting Started: Setting Up the Time, Space, and Tools	85

<i>Chapter 5</i>	Capturing: Corralling Your “Stuff”	106
<i>Chapter 6</i>	Clarifying: Getting “In” to Empty	122
<i>Chapter 7</i>	Organizing: Setting Up the Right Buckets	141
<i>Chapter 8</i>	Reflecting: Keeping It All Fresh and Functional	191
<i>Chapter 9</i>	Engaging: Making the Best Action Choices	204
<i>Chapter 10</i>	Getting Projects Under Control	227
Part 3: The Power of the Key Principles		241
<i>Chapter 11</i>	The Power of the Capturing Habit	243
<i>Chapter 12</i>	The Power of the Next-Action Decision	253
<i>Chapter 13</i>	The Power of Outcome Focusing	266
<i>Chapter 14</i>	GTD and Cognitive Science	275
<i>Chapter 15</i>	The Path of GTD Mastery	286
Conclusion		300
Appendix: Glossary of <i>Getting Things Done</i> Terms		303
Index		309