

# 2005/2006 Leadership Series<sup>®</sup>

## SEVEN days in Denver...

EXECUTIVE  
FORUM

David Allen • October 18, 2005 • 8:30 - 11:30 a.m.

### *Getting Things Done: The Art of Stress-Free Productivity*



*Powerful  
Productivity*

What can I do to transform my over-committed life into one that is *balanced, productive, and results oriented*?

David Allen's 25 years of career coaching high-performing professionals has earned him *Forbes'* recognition as one of the top five executive coaches in the United States. According to Allen, "The most powerful techniques and principles are usually the most basic. But there is an art to implementation and application." Allen advocates techniques such as outcome-oriented thinking and next-action decision-making. He teaches people how to systematize these, so they are efficiently and elegantly incorporated into their jobs and their personal lives.

#### CREDENTIALS

- B.A. in history from New College in Sarasota, Florida
- Founder and President of the David Allen Company
- Author of the international best-selling book, *Getting Things Done: The Art of Stress-Free Productivity*
- *Fast Company* cited Allen as "the personal productivity guru" in his newest book, *Ready for Anything: 52 Productivity Principles for Work and Life*

#### LEADERSHIP COMPETENCIES

*Gain skills and enhance the following capabilities:*

##### Increase personal effectiveness:

- ◆ Enhance personal sense of effectively *doing* while delightfully *being*
- ◆ Create *rigorous* self development
- ◆ Develop *ruthless* execution
- ◆ Capture all the things that need to get done
- ◆ Discipline yourself
- ◆ Utilize *deceptively simple* guidelines for getting things done

##### Increase organizational effectiveness:

- ◆ Keep your invested people from burning out from stress
- ◆ Enhance positive work style standards to attract and retain the best and brightest
- ◆ Create a more dynamic flow for workflow management
- ◆ Separate work into five discreet workflow stages and phases of project planning
- ◆ Support new mental skills in an age of multitasking and overload
- ◆ Bring new clarity to the "power of purpose"
- ◆ Understand practical processes to help regain control of busy lives



*...that will challenge your thinking.*

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