

Notes on David Allen- Getting Things Done -A Dialogue Form .

Client \_\_\_\_\_ Date \_\_\_\_\_

2 Key Objectives: Capture all the things that need to get done. Discipline yourself to make front-end decisions about all the inputs you allow and plan for next-actions.

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**Values thinking is too unspecific---**

1. Too much daily distraction to focus on higher levels.
  2. Ineffective personal organization creates "huge subconscious resistance" to taking on too much and then creates more distraction and stress.
  3. When values are clarified and appear lofty, we tend to look negatively on the things we are currently doing which can appear trivial compared to our lofty visions.
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Focus on primary outcomes

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Set up tiers of priorities \_\_\_\_\_

Allen: "There is a way to get a grip on it all, stay relaxed, and get meaningful things done with minimal effort. It's a condition of working, doing, being in which the mind is clear and constructive things are happening."

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(Rowers call this being in a state of "swing" in unison with the environment and others.)

Clearing the mind (Clear Light Mind of Buddhism) is the key and having "mind like water" (Zen etc.)

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Allen: Most stress comes from inappropriately managed commitments to self (internal responsibility) and others \_\_\_\_\_

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How does this relate to substance abuse?

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Solution is to "control the open loops of the mind". KR calls this "getting current" or "clearing" as in Clearing Center. What do you need to clear up (clarify)?

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1. If its on your mind, it isn't clear. \_\_\_\_\_

2. Clarify exactly what your commitment is & decide what you have to do or not do.

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3. Keep reminders that you review regularly.

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Project or situation most on my mind:

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Next physical/emotional/or cognitive action required

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Reminder or "prompt"

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Allen, page 16: Until those thoughts have been made and decisions clarified and the resulting data stored in a system you absolutely know you will encounter....your brain cannot give up thinking about the job....you can't fool your mind. It won't let go unless you leave yourself a note in a place it is SURE you will remember. It will continue to pressure you about an untaken next step and this will cause stress.

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Assessment:

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Plan:

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Counselor Signature

Date: \_\_\_\_\_

Priorities / Tasks:

Specific Prompts: