Design Document

Business Purpose	Deadlines for important clients of X company are being missed. Employees are overwhelmed with multiple projects and are not managing them well. This course will increase productivity in the workplace by presenting a practical method for managing work.
Target Audience	Employees of X company with a variety of skills and experience
Training Time	15 min
Training Recommendation	The learners work in multiple locations. There is not a sufficient budget for traveling together for an instructor-led course. Self-paced eLearning in Rise will be cost effective. The course will be interactive with knowledge checks and an assessment. Rise is versatile and can be used as self-paced eLearning or the can also be presented by an instructor, in person or virtually.
Deliverables	1. Design Document 2. Storyboard (optional) 3. eLearning course in Articulate Rise
Learning Objectives	After this training, learners will ● Begin to use a system to remind them of actions to take to accomplish things that are important to them ● List the 5-step workflow ● Define a project ● Create a tiered projects list: current, next, ongoing, someday ● Define a next action ● Create a next actions list

Training Outline	Introduction: How to Get Things Done
	David Allen's book *Getting Things Done*
	Quote: "The mind is designed to have ideas, but it isn't designed to remember much of anything."
	1. Unfinished tasks take up space in the mind, increasing the cognitive load, limiting clarity and focus.
	2. Therefore, humans need to create a reliable system outside of their brains, so they can focus on the present task. This external brain will remind humans to take appropriate action in a timely fashion to accomplish what is important to them.
	This course will help you start to build your system, to reduce your overwhelm. Your system can work both at work or home but this course will focus on workplace activities.
	
	I. Lesson 1 - What is a project?
	    A. Requires more than 1 step to complete.
	    B. There is a beginning, an end, and an outcome.

      C. Not repetitive like a routine, which must be done over and over again.

      D. Create your projects lists – tiered list April Perry

         1. Current projects list - 7-8 per month

         2. Next in line Projects

         3. Ongoing projects

         a. Someday projects

II. Lesson 2 - What is a next action? The next smallest action that needs to be done to move the project forward

      A. Create a next action list based on the context in which you will accomplish it (April Perry)

         1. Home/Work

         2. Computer

         3. Out & About

         4. Conversations

         5. Phone

III. Lesson 3 – Working with the system

houghts as they come

         1. Capture tools

            a. Paper & pen, notepad

            b. Digital tools: notes on smart phone

         2. Place in your system "Inbox."

            a. Paper tray

            b. Digital email inbox, texts.

         3. Check and process your inbox regularly.

ead and ask what is the meaning of this note, email? Is there an action here? Yes or No

min rule – if it can be done in less than 2 minutes, do it now.

ate – is someone else is responsible for this

– important but can't do now

– put it where it belongs- 8 categories

         1. No action categories:
           a. Trash/delete

cubate

ference

         2. Yes - action categories: What project or outcome have you committed to?

            a. Project list

            b. Storage for project-related materials

            c. Calendar – for time specific actions only. Meeting with boss at 9:00am. Launch of new eLearning course. Tickler.

            d. List of reminders of next actions – Context, Time available, energy available, priority

st of reminders of things you're waiting for

	t
	view all lists regularly
	termine what projects to work on now
	termine the next actions on each project
	nsider criteria - context, time, energy, priority
	e
	1. Do the next action
	2. Evaluate progress and adjust
	3. Continue to do next actions
Evaluation Plan	Learners will be evaluated with knowledge checks and an assessment at the end. By implementing the program, employees will manage multiple projects better and the number of missed deadlines will decrease.