

Todd Neller's Non-Cheat Sheet

- Essence of the Honor Code:
 - Give credit where credit is due.
 - Be honest in your work.
- Your honor, honesty, integrity, and trustworthiness have great value.
- With or without a strong ethical foundation, the best defense is a good offense: Avoid temptation to dishonor through better time-management and task-tracking habits.
- Summary of core practices of David Allen's Getting Things Done (GTD) system:
 - Define and use your inboxes.
 - First, list all places where you expect to get "stuff".
 - Next, throw *all* of your task-related stuff into these inboxes.
 - Process them. (See below on how to process inboxes.)
 - Build a habit of capturing tasks into your system by putting task-related stuff into your inboxes.
 - Process your inboxes daily, capturing tasks and appointments. For each inbox item:
 1. Decide whether or not to file it. For each inbox item, ask "Is this actionable?"
 - If it's actionable for a current priority, go to step 2.
 - If it's a reference item for future work, file it.
 - If it's related to a possible future task, add it to a "Someday/Maybe" list and file what is needed.
 - Otherwise, recycle or trash it. (Circular file!)
 2. If not, it's actionable and we identify the next action.
 - Make it concrete. What is the next tangible step of progress?
 - For larger projects, take a few minutes to outline your plan, but the next action should be concrete, not abstract.
 3. Process the next action.
 - If it would take less than 2 minutes to do, do it now.
 - If not, should you be doing it? If not, delegate it.
 - Otherwise, defer it.
 - If it's time-specific, put it on your calendar.
 - If it's to do as soon as possible, add it to your "Next Actions" list.
 - Review your system and plans weekly.
 - At a scheduled, regular time, reflect above and beyond local tasks to consider:
 - How well the system is working and what can improve?
 - Is every task is getting captured in your system?
 - Are larger goals are being pursued?
 - How well are you serving in your roles, relationships, and responsibilities?
- If you want to be productive and successful in big, long-term undertakings:
 - Make regular, short, slow daily progress built into your calendar.
 - Log your daily progress honestly and reflect on it.
 - Share your progress regularly (e.g. weekly) with someone who cares.

Additional Resources

- Allen, D., *Getting Things Done: The Art of Stress-Free Productivity*, London, Penguin Books Ltd., 2001.
(<http://amzn.to/2b4nks9>)
- GTD for students:
 - Cal Newport:
 - Getting Things Done for College Students: The Full System
(<http://calnewport.com/blog/2007/07/20/getting-things-done-for-college-students-the-full-system/>)
 - Getting Things Done for College Students...Made Easy
(<http://calnewport.com/blog/2008/10/06/monday-master-class-getting-things-done-for-college-studentsmade-easy/>)
 - LifeHacker's Chris Lesinski: Getting Thing Done Explained for Students
(<http://lifelifehacker.com/5334886/getting-things-done-explained-for-students>)
- Covey, S.R., A.R. Merrill and R.R. Merrill, *First Things First*, New York, Simon & Schuster, 1994.
(<http://amzn.to/2b1qloB>)