



(For UH students, faculty, and staff)

## SUCCESS CONNECTION WORKSHOP

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

Friday, 9/1/2023

12:00 - 1:00 p.m.

via ZOOM

Presented by **Christian Gilbert**

*Are you tired of feeling overwhelmed and stressed out with all of the tasks and projects on your plate? The Getting Things Done (GTD) system is here to help! In this workshop, you'll learn how to take control of your workload and increase your productivity using the GTD method developed by productivity author David Allen. We'll cover the five stages of GTD - capture, clarify, organize, reflect, and engage - and work through exercises and real-life examples to help you apply the system to your own life. By the end of the workshop, you'll have a clear understanding of how to use GTD to stay on top of your to-do list and achieve your goals. Don't miss out on this opportunity to take control of your workload and increase your productivity!*

### **[Zoom RSVP Link](#)**

**Zoom link and password also posted on the [Writing Center website](#)**

*Review sessions for past SC Workshops: [go.hawaii.edu/983](https://go.hawaii.edu/983)*

*Information about upcoming workshops: [go.hawaii.edu/Gp8](https://go.hawaii.edu/Gp8)*