

Getting Things Done for Hackers

<http://gtdfh.branchable.com/>

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Commitments

Time

Relaxed confidence

Lazy

```
for inbox in inboxes:
    while len(inbox) > 0:
        item = inbox.pop()
        if item.needs_action:
            if item.can_be_delegated:
                item.delegate()
                waiting_for.append(item)
            elif item.is_quick:
                item.do()
            elif len(item.actions) > 1:
                projects.append(item)
                next_actions.extend(item.actions)
            else:
                next_actions.append(item)
        elif item.may_be_needed_later:
            filing_system.put(item)
```

```
while next_actions:  
    action = next_action.pop()  
    action.do()
```

Next actions

- a **physical action** ("write", not "think about")
 - thinking is part of planning! and that should happen during a review phase
 - planning can be broken down into next actions, however
- it's **clear what I need to do**
- duration at most **15 minutes**, preferably
- I'm **committed** to doing it
- **does not depend** on anything, can be done immediately
- it's **clear when it's done**

- next actions
- projects
- someday/maybe
- waiting for

- filing system
- calendar
- read & review folder
- journal/diary?

Weekly review

- inboxes
- projects
- next actions
- active files
- waiting for
- calendar
- journal/diary
- someday/maybe
- ... everything

Hacker-ish stuff

- automate what you can
- checklist everything else that is repetitive
- keep on top of e-mail
 - reduce amount of incoming mail
 - keep separate “needs responding” folder
- bug trackers: mix of inbox, someday/maybe

SEE ALSO

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