

How to Plan Your Best GTD® Christmas



Introduction

Our goal at The Power of Moms is for you to have the *best* Christmas yet. This packet is based on our *Mind Organization for Moms* program and will take you (Christmas-style) through the five steps of the Natural Planning Model from David Allen's best seller, *Getting Things Done*®:

Step One: Defining Your Purpose and Principles

Step Two: Outcome Visioning

Step Three: Brainstorming

Step Four: Organizing

Step Five: Identifying Next Actions

We encourage you to print this packet and use it as a planning tool--and if you're ready for more, please be sure to check out our full *Mind Organization for Moms* program (because a stress-free mother is a *very* nice gift).

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Step One: Defining Purpose and Principles

What's the purpose of this season?

What do you want this Christmas to feel like for your family?

Please finish this sentence: "I would be happy with any Christmas celebration, as long as . . ."

Step Two: Outcome Visioning

If your Christmas were “wildly successful,” what would it look like? What would it feel, smell and sound like? Use the space here to “see it.”

Step Three: Brainstorming

This is where you're going to create a mind map outlining every possible idea you have in your head for this season's celebrations (décor, gifts, parties, music, outings, etc.). Go for quantity here, and if you'd like, expand your brainstorm to fill several sheets—whatever will adequately support your Christmas dreams.

Step Four: Organizing

What are the components and sub-components? What sequence is important? What are your highest priorities?

For this step, it might be helpful to write the main components/sub-components on small slips of paper and move them around until you get them into the right sequence. Components could be projects like “Find service opportunities in the area” or tasks like, “Download guitar chords to our favorite Christmas carols” and “Schedule a night to decorate the tree.”

Step Five: Identifying Next Actions

This is where you get to create a very focused list from all your wonderful brainstorm.

First, put together your **Current Projects List** (anything requiring two or more steps—like Christmas cards, party-planning, or intricate homemade gifts):

Then use the next two sheets to identify what will go on your Immediate and Important Next Actions Lists.

Immediate Next Actions

(Things to Do This Week)

<u>HOUSEHOLD</u>	<u>COMPUTER</u>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<u>PHONE CALLS</u>	<u>TO DISCUSS</u>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<u>ERRANDS</u>	<u>OTHER</u>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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Important Next Actions

(To Do When it's Convenient)

<u>HOUSEHOLD</u>	<u>COMPUTER</u>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<u>PHONE CALLS</u>	<u>TO DISCUSS</u>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<u>ERRANDS</u>	<u>OTHER</u>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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Conclusion

There you have it! We hope that you've enjoyed this Christmas-planning process, and we wish you the very best as you create magical memories for your family.

Please be sure to visit www.powerofmoms.com for more great organizing tips, articles, and programs designed to help you become the deliberate mother you want to be.

Our free Member Package is currently featuring *Five Steps to Less Stress*, another simple organizing program that helps you get a handle on your emails, task lists, and paper piles. It comes complete with an eBook and webinar—at absolutely no cost to you.

It's just our way to say Merry Christmas!

-April and Saren

www.powerofmoms.com