

# Tinderbox & “The Trusted System”

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**43 Folders**



# Today

 ***Getting Things Done***

 **The Trusted System**

 **Better Practices**

 **You**



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

 **Book by David Allen**

 **Published 2001**



# GTD in a Nutshell

(says Merlin)

**A framework for making progress on the projects that are most important to you.**



# GTD is different

(in a good way)



**Bottom up**



**Start with the little stuff**



**This is where you *live***



# 5 Pillars of GTD

- 🔺 **Get stuff out of your head**
- 🔺 **Figure out what it means to you**
- 🔺 **Put it into a “trusted system”**
- 🔺 **Complete tasks contextually**
- 🔺 **Review and refactor regularly**



# The Trusted System

2 sides of a coin



**“I know I have to think about my work, but...”**



**“...I shouldn't have to constantly think *how* I do my work.”**



# Trusted System includes...

-  **Tools & Technology**
-  **Behaviors & Habits**
-  **Decision-making & Choices**





# Choosing a Trusted System

 **Available**

 **Familiar**

 **Low-Maintenance**



# The Paradox of the Trusted System

- ✦ **Must be transparent and intuitive...*almost invisible***
- ✦ **Must be maintained and must evolve**
- ✦ **Must **nO**t replace your actual work**



# Beware!

## The Fractal Productivity Spiral

**(Don't shave a yak.)**



**What is it?**

**“It’s turtles all the way down”**



# Symptoms of FPS

- ✦ **Constant fiddling**
- ✦ **Blown deadlines**
- ✦ **Anxiety**
- ✦ **Over-thinking**
- ✦ **Process overshadows results**



# Better Practices

 **Self-aware**

 **Fail fast**

 **Back on the horse**

 **Turn everything off**



**What about your  
Trusted System?**

**How are you making Tinderbox work?**



# 43 Folders

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