

# 215: Mastering Your Time, Attention, and Productivity

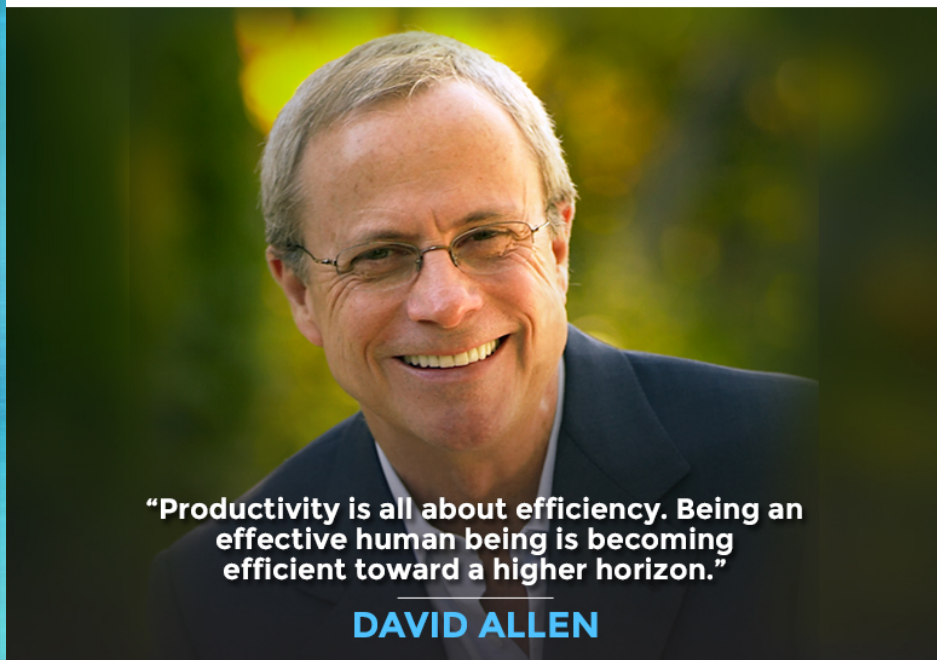
## 10 Point Checklist

David Allen

Want to gain as much knowledge as possible out of Get Yourself Optimized? Read on below for a 10 point checklist that gives the next, real steps you can take for introducing these insights and optimizing your life.

*Get* **YOURSELF OPTIMIZED**

HOSTED BY **STEPHAN SPENCER**



**“Productivity is all about efficiency. Being an effective human being is becoming efficient toward a higher horizon.”**

**DAVID ALLEN**

# 10 STEPS YOU CAN TAKE TODAY

Want to take charge of your health, wellness, and success?  
Here are 10 steps that can move you closer to your goals – today.

- Free up my mind and let go of brain clutter. Learn how to develop my intuition so I can make intelligent choices in my personal and professional lives.
- Never stop learning. Always reflect on what I can improve or what I can do to make my life, and the lives of others, better.
- Create easy habits that will optimize my mindset so that my days are highly productive and bring the best possible results.
- Write all my ideas down in a notebook. When reviewing my notes I will think about what each of these ideas means to me. Spending time with my ideas should give me a sense of purpose.
- Keep things as simple as possible. Find areas in my life that need simplifying so that I can spend less time on non-essential activities.
- Figure out what my preferred system is before I look for methods or apps that I can accompany it with. It's important that these tools work for me and not the other way around.
- Read widely so that I can keep up with the current trends and advances in society.
- Organize my possessions and discard any unnecessary items. A clean and well-maintained space can help me clear my mind and become more productive.
- Check out David Allen's book, [Getting Things Done](#) to better understand and implement his GTD method.

To view the transcript, resource links and listen to the podcast, visit:

<https://www.getyourselfoptimized.com/mastering-your-time-attention-and-productivity-with-david-allen>