

My GTD Implementation

BY LEO BABAUTA

A favorite topic among GTDers is describing their GTD implementation. I won't try and be a non-conformist here — I'll jump on the bandwagon.

As with most GTDers, I've tried a number of different setups. That'll be my next post. For now, let me describe my current setup:

- **Pocket notebook** – I carry this around everywhere simply as a capture tool. Any thoughts, to-dos, projects, calendar stuff that I collect while I'm not at the computer gets captured in the notebook and transferred to my action lists or calendar later. I've also been experimenting with the PocketMod, and what I really want is a Moleskine pocket notebook, but I keep telling myself that the coolness of the Moleskine doesn't justify its additional cost on top of the free notebooks I get at work.
- **Tracks** – this [beautiful program](#), written in Ruby on Rails, was written specifically for GTD, and after trying many other online and off-line apps, this is definitely the best. I use it for all of my context action lists, my someday/maybe list, my waiting-for list and my projects.
- **GCal** – OK, I'm not the first GTDer to love Google Calendar, but it's simply the best, and it takes care of all my calendaring needs. For [hard landscape only](#).
- **Gmail** – Another popular email app with GTDers, nothing else compares. It rocks.
- **Misc** – Other than these main tools, I have an inbox at home and work, filing systems at both locations, and a [very clean desk](#).

See also: [a beginner's guide to GTD](#).

A few other posts on GTD implementations:

- [Patrick Rhone: Backpack GTD implementation](#)
- [Jason's Rantings: My GTD Implementation](#)
- [Davidco forum: Ultra-minimal GTD implementation](#)
- [43 Folders forum: How to implement GTD for university students](#)
- [GTD+R](#)
- [What's the Next Action: Using Backpack and GTD](#)
- [OrganizeIT: Tweaking your GTD implementation](#)

See also:

- [Email Zen: Clear Out Your Inbox](#)
- [5 Ways GTD Helps You Achieve Your Goals](#)
- [Beginners Guide to GTD](#)

Gtd Implementation Guide

Annelies Wilder-Smith



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