******GETTING THINGS DONE (GTD)
PROJECT PLANNING TEMPLATE**

Template based on David Allen's Getting Things Done, [www.davidco.com](http://www.davidco.com).

|  |  |  |
| --- | --- | --- |
| PROJECT TITLE | START DATE | END DATE |
|  |  |  |

|  |  |
| --- | --- |
| Project Purpose & Principles | Target with solid fill |
| Intended Outcome  | Bullseye with solid fill |
| Brainstorming Ideas | Lightbulb and gear with solid fill |
| Organizing / Prioritizing Ideas | Hierarchy with solid fill |
| Next Actions | List with solid fill |
| References |  |
| Notes |  |

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