

Productivity expert, David Allen, and eProductivity specialist, Eric Mack, present a webinar:

# Getting Things Done with IBM Lotus Notes

A special event for the general public

- Do you want to go home at the end of the day with an empty inbox?
- Are you tired of leaving work with more on your plate than when your day began?
- Do you wish you could manage your to-do list instead of feeling like your to-do list is managing you?
- Would you like to tackle your work week with the confidence of knowing you're being as productive as you can possibly be?
- Are you ready to save 30 minutes of otherwise-wasted time every day?
- Would you like to make yourself indispensable to your boss?

**On April 28th, David and Eric will show you how.**

**Sign up today! [www.eProductivity.com/gtdwebinar](http://www.eProductivity.com/gtdwebinar)**

## Agenda

- Your Personal Productivity Equation
- Essentials of GTD®
- How to set up Lotus Notes for GTD
- David's Productivity Toolkit
- eProductivity™ for IBM Lotus Notes
- Getting started with GTD and Lotus Notes
- Resources and Tools
- Q&A

## Webinar Details

**Date:** April 28, 2010

**Time:** 10:00 AM—11:30 AM PST

**Cost:** Free

**Open to:** Everyone

**Space is limited so sign up today!**



**David Allen** is an author, consultant, international lecturer, and Founder of the David Allen Company. He is widely recognized as the world's leading authority on personal and organizational productivity.

David is the author of three books; the international bestseller, *Getting Things Done: the Art of Stress-Free Productivity* ("GTD" as the method is popularly known), *Ready for Anything*, and *Making It All Work: Winning at the Game of Work and Business of Life*.

*Getting Things Done* has been a perennial business bestseller since its publication in 2001, and is now published in 28 languages.



**Eric Mack, MKM**, has been helping clients work smarter for the past 25 years by showing them how to apply Information, Communication, and Action technologies and methodologies to their work.

Eric is a frequent presenter on topics of collaboration, personal productivity and knowledge management, and has presented at recent KMWorld and Lotusphere Conferences as well as the GTD Summit.

He is the creator of eProductivity for IBM Lotus Notes, the software that makes getting things done in Lotus Notes, easy.

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