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Getting Things Done [1]

The purpose of the Getting Things Done course is to empower participants with new behaviors to engage more effectively with their to-dos and commitments. It's about learning how to be more appropriately engaged with work and life so that attention can be focused on things that matter most, creating more mental space at work and at home.

Program Level: Basic

Prerequisites: None

Advanced Preparation: N/A

Instructional Method: Group-Internet Based

Instructor: Lauren Harris [2]

Recommended CPE Credit: 1.0 Hours

Field of Study: Personnel/Human Resources

Course Objectives:

At the end of the course, participants will be able to:

- Capture every commitment they make, whether to themselves or to others.
- Identify the very next action they must take to move their commitments toward completion.

Course Developer: Lauren Harris [2]

Course Reviewer: Normandy Roden [3] - April 2026

Program Policies [4]

NASBA Statement

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Source URL:https://www.cu.edu/controller/cpe-cpas/course-catalog/getting-things-done

Links
[1] https://www.cu.edu/controller/cpe-cpas/course-catalog/getting-things-done
[2] https://www.cu.edu/controller/lauren-harris-cpe-instructor [3] https://www.cu.edu/controller/normandy-roden [4] https://www.cu.edu/controller/cpe-cpas-policies [5] http://www.learningmarket.org