

David Allen Quotes

*People, Mind, Stress, Inspirational, Focus, Thinking, Decision, Done, Doe,
Action, Creativity, Problem, Choices, Needs, Creative, Lists, Brain, Easier,
Keys, Real*

My opinion is that anybody offended by breastfeeding is staring too hard

~David Allen

Much of the stress that people feel doesn't come from having too much to do. It comes from not finishing what they've started.

~David Allen

There is a light at the end of the tunnel, but the way out is through.

~David Allen

Your ability to generate power is directly proportional to your ability to relax

~David Allen

Your mind is for having ideas, not holding them.

~David Allen

Once a week, do a thorough review of all your projects in as much detail as you need to. If you do, your systems will work. If you don't, no system will work.

~David Allen

Sometimes the biggest gain in productive energy will come from cleaning the cobwebs, dealing with old business, and clearing the desksâ€”cutting loose debris that's impeding forward motion.

~David Allen

You can do anything, but not everything.

~David Allen

Small things done consistently, in strategic places, create major impact.

~David Allen

Most people move actually into high performance in a crisis because that creates the kind of focus that creates high performance.

~David Allen

Procastination is not about not doing is about not doing and feeling crappy.

~David Allen

Most of the stress people experience comes from inappropriately managed commitments they make or accept.

~David Allen

Things rarely get stuck because of lack of time. They get stuck because the doing of them has not been defined.

~David Allen

It was helpful to be able to call a lawyer...it turns out, that not only did they help me, but they really helped the whole community.

~David Allen

Use your mind to think about things, rather than think of them. You want to be adding value as you think about projects and people, not simply reminding yourself they exist.

~David Allen

Decide the outcome and the action step, put reminders of those somewhere your brain trusts you'll see them at the right time, and listen to your brain breathe easier.

~David Allen

The reason that deadline actually can work very well for you is what it forces you to do is make decisions.

~David Allen

Every decision to act is an intuitive one. The challenge is to migrate from hoping it's the right choice to trusting it's the right choice.

~David Allen

A complete and accurately defined list of projects, kept current and reviewed on at least a weekly basis, is a master key to stress-free productivity.

~David Allen

If you don't pay appropriate attention to what has your attention, it will take more of your attention than it deserves.

~David Allen

You won't see how to do it until you see yourself doing it.

~David Allen

If the only tool you have is a hammer, it's hard to eat spaghetti.

~David Allen

Mosquitoes can ruin the hunt for big game.

~David Allen

You can do anything, but you can't do everything

~David Allen

The sense of anxiety and guilt doesn't come from having too much to do; it's the automatic result of breaking agreements with yourself.

~David Allen

Want freedom? Get organized. Want to get organized? Get creative.

~David Allen

If you don't fall off the wagon regularly, you're not playing a big enough game.

~David Allen

The ancestor of every action is a thought. â€”Ralph Waldo Emerson

~David Allen

People allow themselves to get distracted; I think ultimately, probably the biggest thing that gets in the way of people doing what they ought to be doing at any point in time is distraction.

~David Allen

The right amount of complexity is what creates the optimal simplicity

~David Allen

'I need milk' and 'I need to decide whether to buy this company' both tie up space in psychic RAM. The solution is simple. Write it down. Look at it. Do it or say to yourself 'not now'.

~David Allen

When we truly need to do is often what we most feel like avoiding.

~David Allen

The great secret about goals and visions is not the future they describe but the change in the present they engender.

~David Allen

If you're at zero backlog, it's a whole lot easier to change priorities.

~David Allen

There are no interruptions, only mismanaged inputs

~David Allen

You can fool everyone else, but you can't fool your own mind.

~David Allen

Review your list as often as you need to get them off your mind.

~David Allen

The balance you have between drive and patience may be your master key to success.

~David Allen

Mosquitos ruin the safari.

~David Allen

You don't actually do a project; you can only do action steps related to it.

~David Allen

Anything that causes you to overreact or underreact can control you, and often does.

~David Allen

It's easier to change directions if you are in motion.

~David Allen

The hardest thing about being productive is not the work, but the split second it takes to decide to take control.

~David Allen

A Keyring? Achievements? These are not WoW-specific things. They are common sense. They exist in the real world.

~David Allen

You can do anything, not everything

~David Allen

There is no reason ever to have the same thought twice, unless you like having that thought.

~David Allen

Why do people complain that there's no time to get their work done? Because there is more work to do than the work they think they have to do.

~David Allen

I think positive stress is actually a good thing. It's sort of the stretch goal "Wow, let me see how much faster I can run" or "Let me see how many more ideas I can generate in five minutes."

~David Allen

There's a lot of reasons why deadline-driven may actually - it's not necessarily a bad thing, it just all it does is it speeds up and makes you a little proactive about decision making.

~David Allen

Stress such as you experience in exercise is what creates builds focus, strength, and the capability for expanded expression; and the same is true for any kind of performance.

~David Allen

Some people have to move, physically, to "get" something. But if you're stuck in a chair, that's not your limitation - it's simply not an optimal condition for you.

~David Allen

Focusing on values does not simplify your life. It gives meaning and direction-and a lot more complexity.

~David Allen

At at any point in time, knowing what has to get done, and when, creates a terrain for maneuvering.

~David Allen

Change - even change meant to improve our lives - creates stress. We can get comfortable with our problems.

~David Allen

Focusing on your values may provide you with meaning, but it won't simplify things.

~David Allen

Distracting reactions about anything undermine a clear mind about anything else.

~David Allen

The real issue is how to make appropriate choices about what to do at any point in time. The real issue is how we manage actions.

~David Allen

Frankly, I'm more of a researcher, teacher, motivator, and coach than I am an entrepreneur.

~David Allen

Creativity and freedom are two sides of the same coin. I like the best of both worlds.

~David Allen

Without a gut-level sense that you are ultimately in control of what's happening to you, you won't even consider the option that you could manage it better.

~David Allen

Virtually every problem that would show up in your business can be traced back to communications; somebody didn't talk to somebody about something.

~David Allen

There is usually an inverse proportion between how much something is on your mind and how much it's getting done!

~David Allen

A successful executive is one that solves bigger problems than he/she creates.

~David Allen

Anything that does not belong where it is, is an "open loop" pulling on your attention.

~David Allen

A lot of people have nothing very well organized, and a lot of people have nothing, very well organized.

~David Allen

In Ireland we have a very old saying, When you can see the mountains it's going to rain and when you can't see the mountains it's raining.

~David Allen

Trust yourself to do what you really feel like doing, and what you feel like doing will change. Don't, and it will plague you.

~David Allen

If you don't pay attention to the things that have your attention, you'll give them more attention than they deserve.

~David Allen

The better you get, the better you better get.

~David Allen

You don't manage priorities, you have them.

~David Allen

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