

STUFF

COLLECT

everything, outside your head



STUFF

PROCESS

in-to-empty early, quickly & regularly

300 – 400 times a day

:10 – :40 seconds each (GET FASTER)



What is it? Is it actionable?

NO

YES

1 What is the successful Outcome?
What will have happened when this can be checked off?
Describe it in past tense. ♣ More than one step? It's a Project!

2 What is the Next Action?
If this was the only thing you had to get done, what is the very next physical thing you would have to do?

Do Less-than two minute Next Action? Do it now!

OR **Delegate** Are you really the best person to do this?

OR **Defer** To be done on a specific day, or simply as soon as possible

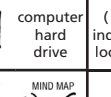
ORGANIZE

the results of your thinking

NO action now

YES actionable, but deferred

Support materials



() indicates location



5 travel folders

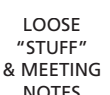
REVIEW

as often as needed to keep your head empty

Daily

Weekly

Occasionally



DO

in the moment, guided by intuition, supported by the four previous phases, influenced by reality of current situation

First, by **CONTEXT**
Then, by **TIME AVAILABLE**
Then, by **ENERGY AVAILABLE**
Finally, by **PRIORITY**

OR

three options at any moment
PREDEFINED WORK (takes discipline)
DEFINING (know ALL your work)
AS IT SHOWS UP (can lead to the urgent trap)

OR

50,000+ feet (life)
40,000 feet (3-5 year visions)
30,000 feet (1-2 year goals)
20,000 feet (areas of responsibility)
10,000 feet (current projects)
RUNWAY (current actions)

FEELING TOO MUCH STRESS? Which one of these will help you get more clear and complete?

Always have a collection tool close by	Only use your inboxes as your inboxes; don't use your entire office, house, briefcase or car	Decide Outcomes & Next Actions as soon as things show up	Do most 2 min. actions immediately if you plan to ever do them at all	End meetings by clarifying outcomes, deciding Next Actions, and who's responsible	Don't allow slips of paper & meeting notes to sit unprocessed
Use your calendar only for things that absolutely have to get done that day	List actual <i>Very Next</i> Actions, not vague, undoable "stuff" or Projects in disguise	Put ALL your multi-step open loops on your Projects list	Use and trust your lists to remind you, not your Project support materials	Do your weekly review ... weekly	Review your higher altitudes for Outcomes and Next Actions