C CALENDAR • **CALENDAR RULE** 10am 11am Include actions, events, and 12pm reminders that are date and 1 pm time specific (must be done at 3pm 4pm 5pm 4:30pm on Monday). 6pm 7pm **USING CATEGORIES TYPE OF CONTENT** Reference Domains are categorized into Hold and manage any kind sections that reflect the main of reference-type knowledge areas of my life. (topics you learn, lists, templates, things to buy, etc.) that has value or meaning to me. Life TYPE OF CONTENT Action Health Hold and manage any kind of action-oriented knowledge (checklists, step**by-step processes)** that has **Business** value or meaning to me. DOMAINS Learning **TYPE OF CONTENT** Someday Hold **ideas**, **dreams**, **goals DOMAINS RULE** that I'd like to give attention

Any information that I want to reference at some time in the future to help me to get things done becomes a Domain

The **ACTION MAP** System

www.theactionmapsystem.com

FLOW

APPOINTMENTS

PROJECTS

DECISIONS

Actions Today

Actions In Focus

Follow-Ups

Errands

Day Of Week

Monthly

Quarterly

Yearly

ACTIONS TODAY RULE

Action items to be completed today!

TIPS

- Keep list to 3-5 items
- Do the most significant thing first!
- Review and Do: Don't prioritize
- Use timeboxing to take action
- Include action-words and details

BREAK AWAY SESSIONS

Time each day set aside for working on tasks that require less than 15 minutes to complete on their own.

Do Daily Review

Life

Groups

DO

Break Away

Work

ACTIONS IN FOCUS RULE

Action items (single-action items and projects) to be completed between tomorrow and the next 3-6 months.

FOLLOW UPS RULE

Anything that requires me to wait for a decision or another person or entity before I can take further action on it.

ERRANDS RULE

Actions that need to be taken care of while I'm away from my normal work environment.

Monday

Tuesday

Wednesday

Thursday

Friday

Do Weekly Review

Saturday Bi-Yearly

Sunday

USING CATEGORIES

Create a branch for every time-interval I want to use, and then add new Triggers to each of those branches as needed.

DAILY REVIEW

to someday.





SAVING DOMAIN CONTENT

• Simple lists - Notes on the map

• Online resources - Create a link

CALENDAR TRIGGERS

Do I have any scheduled events for tomorrow that need placed on the **Actions Today** branch?

Are there any Day of the Week placed on the **Actions Today** branch?

Triggers that need

ACTIONS

• Simple lists that need to be mobile or shared - Online document

• Knowledge that requires more structure - A separate mind map

• Files and reference docs - Name the reference and include a link

• Bookmarks - Reference the name of the bookmark folder

Are there any errands that need to be added to my **Errands List?**

ACTIONS

Model Train

Are there any items I need to follow-up on during a Break Away Session?

ACTIONS

Are there any items that need moved to the **Actions Today** branch?

ACTIONS

What did I complete, and what needs to stay? Is my Break **Away Session** branch in order?

map

EMPTY MY

Add ideas, to-do's, Somedays, followups, errands or anything else that needs to be in my

WEEKLY REVIEW

CALENDAR

Did I miss

anything this past week?

 What's coming up?

TRIGGERS

 Are there anv that need action

GET LIFE DONE

what's done here!

ACTIONS

TRIGGERS

TRIGGERS RULE

Whenever I need

to be reminded to

actions at various

intervals along the

course of my life, I

(i) 20-30 Minutes

create a Trigger.

take certain

Every other

element of the

map supports

taken on them? Are there any that need added, deleted,

or updated?

- Do a quick review
- Is everything in order?
- Are there any Reference or Action items that need added, deleted, or updated?

DOMAINS

· Are there any Somedays' that need moved to the Actions location?

- **ACTIONS** • Is everything moving forward (Actions In Focus, Follow-Ups, etc.)?
- Are there any items that need to be added, moved, or deleted?
- Does anything need to broken down further, or rewritten?
- Break a project down into more action steps
- Plan my week ahead use highlighting on Actions In Focus items
- Are there any items where I could use Reference and Action content in my **Domains**? Include an asterisk (*) in their name