

The
ACTION MAP
System
www.theactionmapsystem.com

YOU'RE HAVING LUNCH WITH BOB NEXT TUES. AT 1PM **THIS IS A ONE-TIME CALENDAR EVENT**

YOU REGULARLY ATTEND A MEETING AT 7PM EVERY THURS. **THIS IS A RECURRING CALENDAR EVENT**

YOU NEED TO REMEMBER TO SET THE TRASH OUT AT 10PM EVERY THURS. **THIS IS A CALENDAR REMINDER**

YOU NEED TO PAY YOUR TAXES TODAY **THIS IS ACTIONS TODAY > DO ITEM**

YOU NEED TO SPEND 5 MINUTES ORDERING A PART FOR YOUR STOVE **THIS IS A BREAK AWAY SESSION ITEM**

YOU WANT TO SEARCH FOR A DINNER IDEA **THIS IS A BREAK AWAY SESSION ITEM**

YOU WANT TO CLEAN YOUR GARAGE WITHIN THE NEXT MONTH **THIS IS AN ACTIONS IN FOCUS > SINGLE ACTION ITEM**

YOU WANT TO LAUNCH A NEW BUSINESS WEBSITE **THIS IS A ACTIONS IN FOCUS > PROJECT**

YOU NEED SEVERAL DAYS TO CONSIDER WHERE TO GO ON VACATION **THIS IS A FOLLOW UP ITEM**

YOU SENT A PROPOSAL TO BOB, AND YOU NEED TO WAIT TO HEAR BACK **THIS IS A FOLLOW UP ITEM**

YOU NEED TO DROP OFF SOME DRY CLEANING **THIS IS AN ERRAND**

YOU NEED TO BE REMINDED TO CALL YOUR MOM EVERY WEDS., BUT YOU HAVE SOME FLEXIBILITY AS TO WHEN TO DO IT **THIS IS A TRIGGER**

YOU NEED TO BE REMINDED TO PAY YOUR BILLS EVERY MONTH, BUT YOU HAVE SOME FLEXIBILITY AS TO WHEN TO DO IT **THIS IS A TRIGGER**

YOU HAVE A GROWING LIST OF BLOG POST/VIDEO IDEAS **THIS IS A REFERENCE ITEM**

YOU HAVE A CHECKLIST YOU USE TO PUT TOGETHER A PRESENTATION **THIS IS AN ACTION ITEM**

YOU WANT TO TRAVEL EUROPE SOMEDAY **THIS IS AN SOMEDAY ITEM**

CALENDAR



One-Time Event



Recurring Event



Reminder

ACTIONS

Actions Today



DO



Break Away



Actions In Focus

Life

Work

Groups



Follow-Ups



Errands

TRIGGERS



Day Of Week

Monthly

Quarterly

DOMAINS

Category



Reference



Actions



Someday