

ACTIONS QUICK REFERENCE v1.3

ORGANIZATION LEVELS

PROJECT → Collection of related actions

ACTION CARD → Single completable task

CHECKLIST → Step-by-step instructions

NOTES → Context and details

LISTS STRUCTURE

INBOX → Capture all new thoughts

QUICK WINS → Simple, doable tasks

NEEDS BREAKING DOWN → Complex tasks

WAITING → Dependent on others

PROJECT LISTS → One per project

WHEN ENERGY IS...

LOW: Do Quick Wins

HIGH: Process Inbox/break down complex items

SHORTCUTS

- "?" = Don't understand yet
- "big" = Complex project
- [Location] or (Person) = Context
- **Temperature** = Importance level
- **Due Date** = Firm deadline
- **Task Date** = Scheduled completion

WEEKLY PROCESS

- Review backlog (Inbox/Quick Wins)
- Assign Task Dates by priority
- Prioritize by Temperature/Due Dates

REMEMBER

Perfect organization ≠ getting things done
Capture everything, organize minimally