**QuickRef\_Actions\_20250318\_v1.0**

**App Structure & Your Brain**

**LISTS**

* **Inbox** (create this) - All new thoughts go here first
* **Quick Wins** - Simple tasks for low-energy days
* **Needs Breaking Down** - Complex tasks you haven't figured out yet
* **Waiting** - Things dependent on others
* **[Project Name]** - Create a dedicated list for each major project once you've broken it down
* Use colors to create visual patterns that make sense to you

**ACTIONS**

Key fields to use:

* **Title** - Capture exactly as thought occurs to you
* **Notes** - Perfect for brain dumps without organizing
* **Temperature** - Use only if helpful:
  + Hot = Need to do soon
  + Blank = Default for most tasks
  + Cold = Can wait

**CHECKLISTS**

* Only add when they reduce overwhelm
* Simple tasks don't need checklists
* Use for tasks that keep getting postponed

**Capture First, Organize Later**

**Step 1: CAPTURE THE THOUGHT AS IT COMES**

* Create all new Actions in your "Inbox" list
* Write the Action title exactly as it occurs to you
* Examples: "Do laundry" or "Buy record plinth" or "Fix table saw"

**Step 2: ADD MINIMAL MARKERS (Only if obvious)**

* **Simple task** → Leave as is
* **Complex/unclear** → Add "?" or "big" to the title
* **Location-specific** → Add [Home], [Store], etc. to the title
* **Person-dependent** → Add (John), (Lawyer), etc. to the title

**Step 3: USE APP FEATURES SELECTIVELY**

* **Notes field** - Perfect for capturing related thoughts
* **Deadline** - Only for true external due dates
* **Schedule date** - Only if it absolutely must happen on a specific day
* **Reminders** - Use sparingly for truly time-sensitive items

**Working With Your System**

**WHEN ENERGY IS LOW**

1. Go to "Quick Wins" list (or filter Inbox for items without "?" or "big")
2. Pick something that feels doable right now
3. Just start - don't worry about organizing

**WHEN ENERGY IS HIGHER**

1. Spend 5-10 minutes reviewing your "Inbox"
2. Move simple items to "Quick Wins"
3. Pick one "?" or "big" item to think about for 5 minutes
4. For big projects that you understand:
   * Create a new List with the project name
   * Add specific Actions for each step within that List
5. For complex tasks you don't fully understand yet:
   * Move to "Needs Breaking Down" list
   * Create at least one Action for the first exploratory step

**PERIODIC MAINTENANCE (Only when energy allows)**

* Complete Actions you've finished
* Move items between lists if patterns emerge
* Archive completed Lists if they're no longer needed

**Remember**

**Perfect is the enemy of done**

The goal is capturing all tasks somewhere accessible, not creating a perfectly organized system. A messy system that contains everything is better than a perfect system that's too overwhelming to maintain.