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| **LISTS STRUCTURE**  INBOX  │  ├─→ QUICK WINS (simple tasks)  │  ├─→ NEEDS BREAKING DOWN (complex/unclear)  │  ├─→ WAITING (dependent on others)  │  └─→ PROJECT LISTS (one per broken-down project)  │  └─→ Actions for each project step  **KEY LISTS**   * **Inbox**: Capture all new thoughts here * **Quick Wins**: Simple, doable tasks * **Needs Breaking Down**: Complex/unclear tasks * **Waiting**: Dependent on others * **[Project Name]**: Create for each understood project   **WHEN ENERGY IS...**   * **LOW**: Do something from Quick Wins * **HIGHER**: Process Inbox or break down one complex item | **ACTIONS SHORTCUTS**   * Add "?" to title = Don't fully understand yet * Add "big" to title = Complex project * Add [Location] or (Person) in title for context * Use Notes field for brain dumps * Only use Temperature/Deadlines when truly needed   **QUICK DECISION GUIDE**  New thought → Add as Action in INBOX  Simple task → Move to QUICK WINS  Understand all steps → Create PROJECT LIST  Don't understand steps → Move to NEEDS BREAKING DOWN  Dependent on someone → Move to WAITING  **REMEMBER**  Perfect organization ≠ getting things done Capture everything, organize minimally |