**QuickRef\_Actions\_docx\_20250318\_v1.1**

**LISTS STRUCTURE**

• **INBOX**: Where all new thoughts get captured first

• **Sort from Inbox to:**

◦ **QUICK WINS**: Simple, doable tasks

◦ **NEEDS BREAKING DOWN**: Complex/unclear tasks

◦ **WAITING**: Tasks dependent on others

◦ **PROJECT LISTS**: One dedicated list per project - Each project list contains specific action steps

**ACTIONS SHORTCUTS**

• **Title Markers:**

◦ Add "?" = Don't fully understand yet

◦ Add "big" = Complex project

◦ Add [Location] = Location-specific context

◦ Add (Person) = Person-dependent

• **Key Fields:**

◦ Notes field = Perfect for brain dumps

◦ Temperature = Use only for true priorities

◦ Deadlines = Only for actual due dates

**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

**WHEN ENERGY IS...**

• **LOW:** Do something from Quick Wins

• **HIGHER:** Process Inbox or break down one complex item

**REMEMBER**

Perfect organization ≠ getting things done

Capture everything, organize minimally