Bonobo Actions Quick Reference Guide

# 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

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| WHEN ENERGY IS... | REMEMBER |
| * LOW: Do something from Quick Wins * HIGHER: Process Inbox or break down one complex item | Perfect organization ≠ getting things done  Capture everything, organize minimally |