# ORGANIZATION LEVELS

* **PROJECT**: Collection of related actions with a clear outcome
  + **ACTION CARD**: Single task that can be completed in one sitting
    - **CHECKLIST**: Step-by-step instructions within an action
      * **NOTES**: Context, details, and reference information

# LISTS STRUCTURE

# WEEKLY PROCESS

1. Review backlog (Inbox/Quick Wins)
2. Assign Task Dates by priority
3. Prioritize by Temperature/Due Dates

* **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** = Importance level
* **Due Date** = Firm deadline
* **Task Date** = Scheduled completion

# 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... | 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 |

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