

STUFF

COLLECT

everything, outside your head



MIND SWEEP



MOVE CLOSER



1 per



PUT ALL "IN"

STUFF

PROCESS

in-to-empty early, quickly & regularly

300 – 400
times a day

:10 – :40
seconds each
(GET FASTER)



Doing



TOP
DOWN



one
at a
time



NEVER
BACK "IN"



daily

What is it? Is it actionable?

NO

YES

1 What is the successful Outcome?

What will have happened when this can be checked off?
Describe it in past tense. More than one step? It's a Project!

2 What is the Next Action?

If this was the only thing you had to get done,
what is the very next physical thing you would have to do?

Do

Less-than two minute
Next Action? Do it now!

OR

Delegate

Are you really
the best
person to
do this?

OR

Defer

To be done on a
specific day, or
simply as soon
as possible

ORGANIZE

the results of your thinking

NO action now

FILL DAILY



REFERENCE



OUT OF SIGHT



SOMEDAY
MAYBE



TICKLE

MAIL TO SELF

YES actionable, but deferred



PROJECTS



WAITING
FOR...



JANUARY



SUPPORT

Support materials



computer
hard
drive



()
indicates
location

plans

MIND MAP

5
travel
folders

REVIEW

as often as needed to keep your head empty

Daily



TICKLE



JANUARY



SUPPORT



WAITING
FOR...

LOOSE
"STUFF"
& MEETING
NOTES



PROJECTS



SUPPORT



SOMEDAY
MAYBE



MIND
SWEEP

Occasionally



HIGHER
ALTITUDES

DO

in the moment, guided by intuition, supported by the four previous phases, influenced by reality of current situation

First, by CONTEXT
Then, by TIME AVAILABLE
Then, by ENERGY AVAILABLE
Finally, by PRIORITY

OR

three options at any moment
PREDEFINED WORK (takes discipline)
DEFINING (know ALL your work)
AS IT SHOWS UP (can lead to the urgent trap)

OR

50,000+ feet (life)
40,000 feet (3-5 year visions)
30,000 feet (1-2 year goals)
20,000 feet (areas of responsibility)
10,000 feet (current projects)
RUNWAY (current actions)

FEELING TOO MUCH STRESS? Which one of these will help you get more clear and complete?

Always have
a collection tool
close by

Only use your inboxes
as your inboxes;
don't use your entire
office, house,
briefcase or car

Decide Outcomes &
Next Actions as soon as
things show up

Do most 2 min.
actions immediately
if you plan to ever do
them at all

End meetings by
clarifying outcomes,
deciding Next Actions,
and who's responsible

Don't allow slips of
paper & meeting notes
to sit unprocessed

Use your
calendar only for things
that absolutely have
to get done that day

List actual Very Next
Actions, not vague,
undoable "stuff" or
Projects in disguise

Put ALL your
multi-step open loops
on your Projects list

Use and trust your lists
to remind you, not
your Project support
materials

Do your
weekly review ...
weekly

Review your
higher altitudes
for Outcomes and
Next Actions