

COLLECT











PROCESS

in-to-empty early, quickly & regularly

300 - 400times a day

:10 - :40 seconds each (GET FASTER)











What is it? Is it actionable?

NO

YES

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!

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?

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

OR Delegate

ORGANIZE the results of your thinking

Are you <u>really</u> the best OR person to do this?

Defer

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

NO action now



OUT OF SIGHT

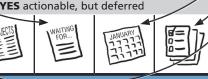












Support materials hard ndicates

location travel folders

REVIEW

as often as needed to keep your head empty









OR







Weekly







D O

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

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?

a collection tool close by Use your

Always have

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

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

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

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

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

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

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

Review your Do your higher altitudes weekly review ... for Outcomes and weekly **Next Actions**