What has your attention?
Personal

Projects started, not completed

Projects that need to be started

Projects–other organizations
service, community, volunteer, spiritual organization

Commitments/promises to others
spouse, partner, children, parents, family, friends,
professionals, returnable items

Communications to make/get
calls, emails, faxes, cards, letters, thank-you's

Upcoming events
birthdays, anniversaries, weddings, graduations, outings,
holidays, vacation, travel, dinners, parties, receptions,
cultural events, sporting events

Family
projects/activities with spouse, partner, children,
parents, relatives

Administration
home office supplies, equipment, phones, answering
machines, computers, internet, TV, data backup,
appliances, entertainment, filing, storage, tools

Leisure
books, music, videos, travel, places to visit, people to visit,
web browsing, photography, sports equipment, hobbies,
cooking, recreation

Financial
bills, banks, investments, loans, taxes, budget, insurance,
mortgage, accountants

Legal
wills, trusts, estate, legal affairs

Waiting for
mail order, repairs, reimbursements, loaned items,
information, rsvp's

Home/household
real estate, repairs, construction, remodeling, landlords,
heating and A/C, plumbing, electricity, roofs, landscaping,
driveways, garages, walls, floors, ceilings, decor, furniture,
utilities, appliances, lights and wiring, kitchen stuff, laundry,
places to clear, cleaning, organizing, storage areas

Health
doctors, dentist, optometrist, specialists, checkups, diet,
food, exercise

Personal development
classes, seminars, education, coaching, career, creative
expressions

Transportation
autos, bikes, motorcycles, maintenance, repair, commuting,
tickets, reservations

Clothes
professional, casual, formal, sports, accessories, luggage,
repairs, tailoring

Pets
health, training, supplies

Errands
hardware store, pharmacy, department stores, bank, cleaners,
stationers, gifts, office supply, groceries

Community
neighborhood, neighbors, service work, schools, civic
involvements

What has your attention?
Professional

Projects started, not completed

Projects that need to be started

"Look into" projects

Commitments/promises to others
boss, partners, colleagues, subordinates, others in organization, other professionals, customers, other organizations

Communications to make/get
calls, emails, voicemails, faxes, letters, memos

Writing to finish/submit
reports, evaluations, reviews, proposals, articles, marketing material, instructions, summaries, minutes, rewrites and edits, status reporting, conversation and communication tracking

Meetings
upcoming, need to be set or requested, need to be de-briefed

Read/review
books, periodicals, articles, printouts, websites, blogs, RSS feeds

Financial
cash, budget, balance sheet, P&L, forecasting, credit line, payables, receivables, petty cash, banks, investors, asset management

Planning/organizing
goals, targets, objectives, business plans, marketing plans, financial plans, upcoming events, presentations, meetings, conferences, travel, vacation

Organization development
org chart, restructuring, lines of authority, job descriptions, facilities, new systems, change initiatives, leadership, succession planning, culture

Administration
legal issues, insurance, personnel, staffing, policies/procedures, training

Staff
hiring, firing, reviews, staff development, communication, morale, feedback, compensation

Systems
phones, computers, software, databases, office equipment, printers, faxes, filing, storage, furniture, fixtures, decorations, supplies, business cards, stationery, personal/electronic organizers

Sales
customers, prospects, leads, sales process, training, relationship building, reporting, relationship tracking, customer service

Marketing/promotion
campaigns, materials, public relations

Meetings
upcoming, need to be set or requested, need to be de-briefed

Waiting for
information, delegated projects/tasks, pieces of projects, replies to communications, responses to proposals, answers to questions, submitted items for response/reimbursement, tickets, external actions needed to happen to continue or complete projects...(decisions, changes, implementations, etc.), things ordered

Professional development
training, seminars, things to learn, things to find out, skills to develop or practice, books to read, research, formal education (licensing, degrees), career research, resume

Wardrobe
professional