Control

Effective control requires a structured approach to organising your tasks and responsibilities. This process begins with a comprehensive capture of all communications and tasks.

I maintain an empty mailbox. I review my e-mails three times a day. Once in the morning, once at lunch and once in the evening. The last time is part of my shutdown process. After that, I endeavour not to look at my e-mails. This isn’t always the case, but it’s something I should adhere to.

After looking at my e-mail, I decide whether a task is to be generated. The process is as follows. The tasks are generated in Microsoft To Do.

1. Does it require any action? If no, then it gets filed away. If yes then I
2. Create a task
3. Assign that task a priority, is it

a) critical

b) important

c) not critical

d) not critical but needs looking at when I have time.

1. Assign the task to a bucket
2. Ready, to be done within the current week.
3. Backburner, to be drawn from shortly.
4. Waiting, waiting on something from someone else.
5. To discuss, needs discussing with someone.
6. Clarify, needs clarification.
7. Schedule, needs scheduling within tasks as it’s a repetitive task.
8. Amy, a task to mention to Amy, my girlfriend.

Any other communications generate tasks in the same manner as detailed above. I try and make a note of anything that comes to mind in my Working Memory File in Microsoft OneNote

[Working Memory](onenote:https://electricgcouk-my.sharepoint.com/personal/gareth_electricg_co_uk/Documents/IT/Notebooks/Root%20document/Working%20Memory.one#Working%20Memory&section-id={3BF3CE36-E6B1-4D02-88E0-58270892CF2D}&page-id={C3097BAC-DA1D-9B48-AC8F-E9D87C513AB8}&end)  ([Web view](https://electricgcouk-my.sharepoint.com/personal/gareth_electricg_co_uk/_layouts/Doc.aspx?sourcedoc=%7b84759203-6D08-456A-8D16-3600FFA688A1%7d&wd=target%28Working%20Memory.one%7C3BF3CE36-E6B1-4D02-88E0-58270892CF2D%2FWorking%20Memory%7CC3097BAC-DA1D-9B48-AC8F-E9D87C513AB8%2F%29&wdpartid=%7bDC59AF24-DC99-F146-B8ED-1B20313EFBE2%7d%7b1%7d&wdsectionfileid=%7b3BF3CE36-E6B1-4D02-88E0-58270892CF2D%7d))

This process seems to work well and has made a large improvement in my organisation.

The full capture process is the starting point to be able to multiscale plan.

Multiscale planning is planning on multiple scales. The scales I employ are.

1. Daily
2. Weekly
3. Quarterly
4. Long Term

Working backwards from my vision and values, I’ve put together a long-term plan. This is loose and flexible and is documented in [Planner - Long/Medium Term Plan](https://planner.cloud.microsoft/webui/v1/plan/SX4tA5IlU0mjfPGVSvKReJcADAJq?tid=af9de730-17d2-4056-b1bc-76b39ab34ac7)

Every quarter, I book a day in my diary and look at the [Planner - Long/Medium Term Plan](https://planner.cloud.microsoft/webui/v1/plan/SX4tA5IlU0mjfPGVSvKReJcADAJq?tid=af9de730-17d2-4056-b1bc-76b39ab34ac7) and flesh it out into my quarterly plan [Planner - Q3 2025](https://planner.cloud.microsoft/webui/v1/plan/Y-yMjG00DEmEoSfE5KCcxJcAGk8m?tid=af9de730-17d2-4056-b1bc-76b39ab34ac7) The tasks are assigned to me in the plan with due dates.

Every week I fit the tasks captured in full capture and the highest priority task from my quarterly plan into my week. I’m at the start of using this system but it seems to be working well so far.