

Stuff

- Finance
- Planning
- Marketing
- Administration
- Staff
- Sales
- Meetings
- Waiting for
- Family
- Friends
- Home
- Decisions
- Legal
- Health
- Travel
- Sport
- Clothes
- Repairs
- Promises
- Writing

Weekly review :

- Review "Next Actions" Lists
- Review Previous Calendar Data
- Review Upcoming Calendar
- Review "Waiting For" List
- Review "Projects" and "Larger Outcome") Lists
- Review Any Relevant Checklists
- Review "Someday/Maybe" List
- Mind sweeping
- Review Every notes (meetings, post-it)
- Review Key responsibility areas (pro / perso)
- Review Horizons

