STUFF ▷   COLLECT
everything, outside your head

◁ STUFF

| MIND SWEEP | MOVE CLOSER | per | PUT ALL "IN" |

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

YES actionable, but deferred

Support materials

| FILL DAILY | REFERENCE / OUT OF SIGHT | SOMEDAY MAYBE | TICKLE / MAIL TO SELF | PROJECTS | WAITING FOR... | JANUARY | ☐ | computer hard drive | ( ) indicates location |
| plans | MIND MAP | 5 travel folders |

REVIEW
as often as needed to keep your head empty

Daily					Weekly				Occasionally
TICKLE	JANUARY	☐	WAITING FOR...	+ LOOSE "STUFF" & MEETING NOTES	PROJECTS	SUPPORT	SOMEDAY MAYBE	MIND SWEEP	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 |