STUFF ▶ ◀ STUFF

COLLECT
everything, outside your head

MIND SWEEP	MOVE CLOSER	1 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*
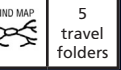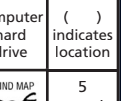
ORGANIZE
the results of your thinking

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		SUPPORT	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