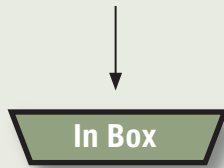


Collect

Stuff



Daily:

- Empty all In Boxes
- One Item at a time
- No skipping or Returning
- No Doing!

Process

What is it?

Is it Actionable?

No

Yes

What's the next action?

Multi-step

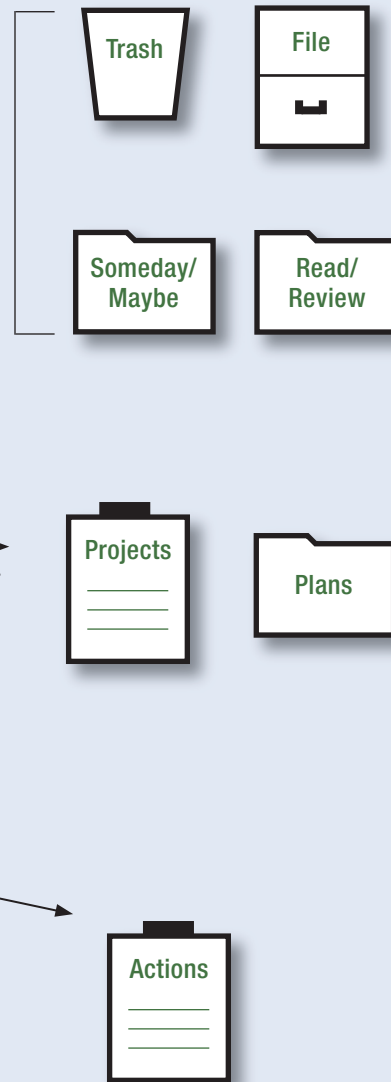
2 minutes or less?

DO IT!

Delegate

Defer

Organize



Review

Daily:

- Calendar
- Actions
- Waiting For

Weekly:

- Mind Sweep
- Projects & Plans, Checklists
- Calendar, Actions & Support
- Someday/Maybe

Do

Choosing Action:

- Context
- Time Available
- Energy Available
- Priority

Evaluating Options:

- Predefined Work
- As Work Appears
- Defining Work