Workflow Processing and Organizing

LIFE'S RANDOM INPUTS

"STUFF"

WHAT IS IT?

DEFINING WORK

IS IT ACTIONABLE?

Purpose
Vision
Goals
Areas of Responsibility

WHAT'S THE DESIRED OUTCOME? (If multi-step)

YES   NO   TRASH

PROJECT

WHAT'S THE NEXT ACTION?

INCUBATE

Possible later action

Project Support Material (review for actions)

DEFER IT

DELEGATE

REFERENCE

Someday Maybe lists/folders

For me to do, specific to a day or time (calendar/tickler)

DO IT

date-specific triggers

For me to do, as soon as I can (Next Action reminder lists/folders/trays)

If less than 2 minutes

A

PREDEFINED WORK

paper/digital lists/folders

In communication system and being tracked on Waiting For list/folder

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