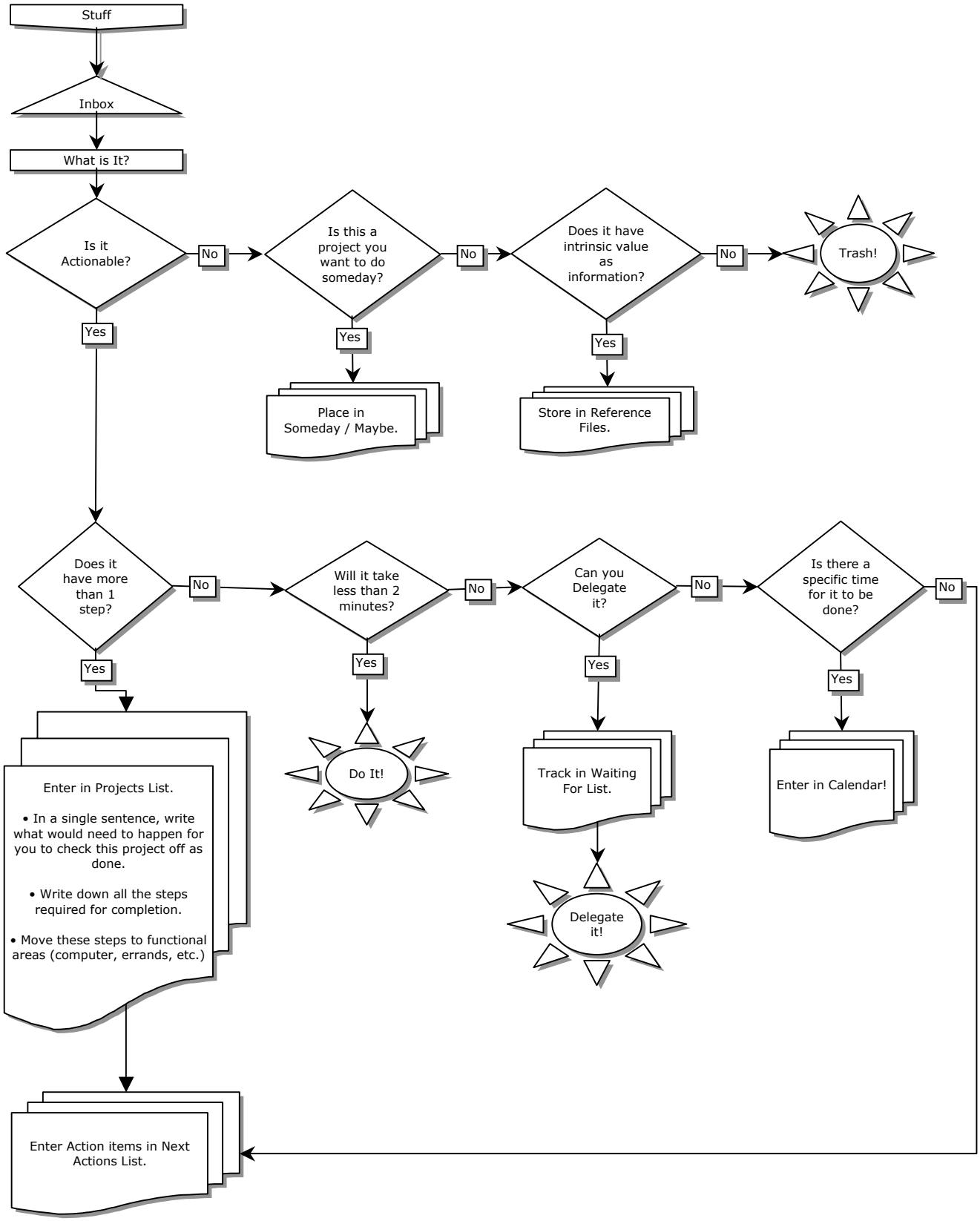
Stuff
Inbox
What is It?
Is it Actionable?
No
Yes
Is this a project you want to do someday?
No
Yes
Place in Someday / Maybe.
Does it have intrinsic value as information?
No
Yes
Store in Reference Files.
Trash!
Does it have more than 1 step?
No
Yes
Enter in Projects List.
• In a single sentence, write what would need to happen for you to check this project off as done.
• Write down all the steps required for completion.
• Move these steps to functional areas (computer, errands, etc.)
Will it take less than 2 minutes?
No
Yes
Do It!
Can you Delegate it?
No
Yes
Track in Waiting For List.
Delegate it!
Is there a specific time for it to be done?
No
Yes
Enter in Calendar!
Enter Action items in Next Actions List.