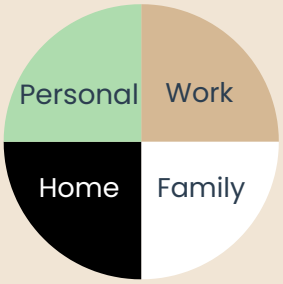
GET SH#T DONE

Goals



- Next Action
? Someday/Maybe
^ Convert to Project
– ~~Eliminate~~
> Delegate
o Calendar

Inbox: What's taking up space this week?

QUEUES & WEEKLY REVIEW

Projects

Someday/Maybe

Delegate

Step 1:

Empty Your Head

Get “IN” to Zero

Collect Loose Papers and Materials

Step 2:

Review Waiting On/Delegated List

Review Previous Calendar Data

Review Ticker/Someday Maybe List

Review Upcoming Calendar

Review Action Lists

Step 3:

Review Project (and Larger Outcome) Lists

Be Creative and Courageous