

STUFF

COLLECT

everything, outside your head

PROCESS

in-to-empty quickly & regularly

20-40 secs. each	300-400 times a day	Processing is not Doing	TOP DOWN	one at a time	back "in"	Daily
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What is it? Is it actionable?

NO	YES	
	What is the successful outcome? What will have happened when this open loop can be checked off as complete?	What is the next action? What is the very next physical thing to do that will move this toward closure? Is there more than one step?
	Do <i>less-than two minute next action? Do now!</i>	OR Delegate <i>who is the best person to do this?</i>

ORGANIZE

the results of your thinking

NO action now			YES actionable, but deferred				Support materials	
								hard drive () location

REVIEW

as often as needed to keep your head empty

Daily				Weekly				As needed	
				LOOSE "STUFF"				MIND SWEEP	HIGHER ALTITUDES

DO

based on intuition, supported by all previous phases, influenced by reality of current situation

CONTEXT TIME AVAILABLE ENERGY AVAILABLE PRIORITY	OR AS IT SHOWS UP (urgent trap) DEFINING (know ALL your work) PREDEFINED WORK (hardest, discipline)	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)
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* * * CAREFUL of common errors and danger zones * * *					
Not having collection tools always handy	Using your entire office, house, or car as an in-box	Not determining next actions as soon as things show up	Not doing most 2 min. actions immediately, especially if you plan to ever do them at all	Leaving meetings without clarifying outcomes, deciding next actions, and who's responsible	Letting slips of paper & meeting notes sit unprocessed
Not using your calendar only for things that absolutely have to get done that day	Listing vague, undoable "stuff", instead of actual very next actions	Not putting ALL multi-step open loops on your Projects list	Not ensuring long-term projects have next actions defined.	Doing weekly reviews ... monthly	Not reviewing your higher altitudes for outcomes and next actions