

# STUFF

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## COLLECT

everything, outside your head



MIND SWEEP



MOVE CLOSER



PUT ALL "IN"

## PROCESS

in-to-empty early, quickly & regularly

300 - 400 times a day

:10 - :40 seconds each (GET FASTER)



Do



TOP DOWN



one at a time



NEVER BACK "IN"



daily

What is it? Is it actionable?

### NO

### YES

#### 1 What is the successful Outcome?

What will have happened when this can be checked off? Describe it in past tense. ♣ More than one step? It's a Project!

#### 2 What is the Next Action?

If this was the only thing you had to get done, what is the very next physical thing you would have to do?

**Do** Less-than two minute Next Action? Do it now!

OR

**Delegate** Are you really the best person to do this?

OR

**Defer** To be done on a specific day, or simply as soon as possible

## ORGANIZE

the results of your thinking

NO action now

YES actionable, but deferred

Support materials



FILL DAILY



REFERENCE



SOMEDAY MAVE



MAIL TO SELF



PROJECTS



WRITING TOP



JANUARY



CHECKLIST



plans



computer hard drive



5 travel folders

## REVIEW

as often as needed to keep your head empty

Daily

Weekly

Occasionally



TO DO



JANUARY



CHECKLIST



WRITING TOP



LOOSE "STUFF" & MEETING NOTES



PROJECTS



SOMEDAY MAVE



MIND SWEEP



HIGHER ALTITUDES

## DO

in the moment, guided by intuition, supported by the four previous phases, influenced by reality of current situation

First, by **CONTEXT**  
Then, by **TIME AVAILABLE**  
Then, by **ENERGY AVAILABLE**  
Finally, by **PRIORITY**

OR

three options at any moment  
**PREDEFINED WORK** (takes discipline)  
**DEFINING** (know ALL your work)  
**AS IT SHOWS UP** (can lead to the urgent trap)

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)

## FEELING TOO MUCH STRESS? Which one of these will help you get more clear and complete?

Always have a collection tool close by

Only use your inboxes as your inboxes; don't use your entire office, house, briefcase or car

Decide Outcomes & Next Actions as soon as things show up

Do most 2 min. actions immediately if you plan to ever do them at all

End meetings by clarifying outcomes, deciding Next Actions, and who's responsible

Don't allow slips of paper & meeting notes to sit unprocessed

Use your calendar only for things that absolutely have to get done that day

List actual Very Next Actions, not vague, undoable "stuff" or Projects in disguise

Put ALL your multi-step open loops on your Projects list

Use and trust your lists to remind you, not your Project support materials

Do your weekly review ... weekly

Review your higher altitudes for Outcomes and Next Actions