Mastering Workflow

PROCESSING & ORGANIZING

Stuff

"IN"

What is It?

Is it actionable?

NO

Eliminate

Trash

Possible later actions

Incubate

Someday Maybe lists/folders

YES

Projects

If multi-step, what's the successful outcome?

Planning

What's the Next Action?

Paper & digital lists/folders

Reference

Waiting For

Lists/folders

Do it

If less than 2 minutes

Delegate it

Defer it

in communication system, and track it on...

For me to do, specific to a day or time

For me to do, as soon as I can

Calendar

Next Action

Action reminder lists/folders/trays

Review for Actions

Project plans

Planning

THE DAVID ALLEN COMPANY