GTD® Workflow Processing and Organizing

LIFE'S RANDOM INPUTS

"STUFF"

WHAT IS IT?

DEFINING WORK

Purpose
Vision
Goals
Areas of
Responsibility

WHAT'S THE DESIRED OUTCOME?
(If multi-step)

IS IT ACTIONABLE?

YES   **NO**

PROJECT

TRASH

WHAT'S THE NEXT ACTION?

Project Support
Material (review
for actions)

DEFER IT

DELEGATE

INCUBATE

Possible later action

Someday Maybe
lists / folders

For me to do,
specific to a day or
time (calendar / tickler)

DO IT

REFERENCE

date-specific
triggers

For me to do, as soon
as I can (Next Action
reminder lists / folders / trays)

If less than 2 minutes

paper / digital
lists / folders

In communication system
and being tracked on
Waiting For list / folder

PRE-DEFINED WORK