

INCOMPLETION TRIGGER LIST



WHAT HAS YOUR ATTENTION?

PROFESSIONAL

PROJECTS started, not completed

PROJECTS that need to be started

“LOOK INTO” projects

COMMITMENTS/PROMISES TO OTHERS

boss, partners, advisors, coaches, strategic partners, colleagues, subordinates, others in organization, other professionals, customers, other organizations

COMMUNICATIONS TO MAKE/GET

calls, emails, voicemails, faxes, letters, memos, texts, social media content

WRITING TO FINISH/SUBMIT

reports, evaluations, reviews, proposals, articles, marketing material, instructions, summaries, minutes, rewrites and edits, status reporting, conversation and communication tracking

READ/REVIEW

books, periodicals, articles, printouts, websites, blogs, RSS feeds, podcasts

FINANCIAL

cash, budget, balance sheet, profit & loss, forecasting, credit line, payables, receivables, petty cash, banks, investors, asset management

PLANNING/ORGANIZING

goals, targets, objectives, business plans, marketing plans, financial plans, upcoming events, presentations, meetings, conferences, travel, vacation, business trips

ORGANIZATION DEVELOPMENT

org chart, restructuring, lines of authority, job descriptions, facilities, new systems, leadership, change initiatives, succession planning, culture

MARKETING/PROMOTION

campaigns, materials, public relations

ADMINISTRATION

legal issues, insurance, personnel, staffing, policies/procedures, training

STAFF

hiring, firing, reviews, communication, staff development, morale, feedback, compensation

SYSTEMS

mobile devices, phones, computers, software, databases, telecommunications, office equipment, printers, faxes, filing, storage, furniture, fixtures, decorations, supplies, business cards, stationery, personal/electronic organizers

SALES

customers, prospects, leads, sales process, training, relationship building, reporting, relationship tracking, customer service

MEETINGS

upcoming, need to be set or requested, need to be de-briefed

WAITING FOR

information, delegated projects/tasks, pieces of projects, replies to communications, responses to proposals, answers to questions, submitted items for response/reimbursement, tickets, external actions needed to happen to continue or complete projects...(decisions, changes, implementations, etc.), product orders

PROFESSIONAL DEVELOPMENT

training, seminars, things to learn, things to find out, skills to develop or practice, books to read, research, formal education (licensing, degrees), career research, resume

WARDROBE

professional

INCOMPLETION TRIGGER LIST



WHAT HAS YOUR ATTENTION?

PERSONAL

PROJECTS started, not completed

PROJECTS that need to be started

PROJECTS – OTHER ORGANIZATIONS

service, community, volunteer, spiritual organization

COMMITMENTS/PROMISES TO OTHERS

spouse, children, parents, family, friends, professionals, returnable items

COMMUNICATIONS TO MAKE/GET

calls, emails, faxes, cards, letters, thank-you's, texts, social media content

UPCOMING EVENTS

birthdays, anniversaries, weddings, graduations, receptions, outings, holidays, vacation, travel, dinners, parties, cultural events, sporting events

ADMINISTRATION

home office supplies, equipment, phones, audio/video media, voicemail, computers, Internet, TV, appliances, entertainment, filing, storage, tools, data backup, mobile devices

LEISURE

books, music, videos, travel, places to visit, people to visit, Web browsing, photography, sports equipment, hobbies, cooking, recreation

FINANCIAL

bills, banks, investments, loans, taxes, budget, insurance, mortgage, accountants

PETS

health, training, supplies

LEGAL

wills, trusts, estate, legal affairs

WAITING FOR

product orders, repairs, reimbursements, loaned items, information, RSVPs

FAMILY

projects/activities with spouse, children, parents, relatives

HOME/HOUSEHOLD

real estate, repairs, construction, remodeling, landlords, heating and air conditioning, plumbing, electricity, roofs, landscaping, driveways, garages, walls, floors, ceilings, decor, furniture, utilities, appliances, lights and wiring, kitchen stuff, laundry, places to purge, cleaning, organizing, storage areas

HEALTH

doctors, dentist, optometrist, specialists, checkups, diet, food, exercise

PERSONAL DEVELOPMENT

classes, seminars, education, coaching, career, creative expressions

TRANSPORTATION

autos, bikes, motorcycles, maintenance, repair, commuting, reservations

CLOTHES

professional, casual, formal, sports, accessories, luggage, repairs, tailoring

ERRANDS

shopping/stores, hardware, office supplies, gifts, groceries, pharmacy, bank, cleaners

COMMUNITY

neighborhood, neighbors, service work, schools, civic involvements