GTD® Workflow Clarifying 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   TRASH

PROJECT

INCUBATE

WHAT'S THE NEXT ACTION?

Possible later action

Someday Maybe lists / folders

Project Support Material (review for actions)

DEFER IT

DELEGATE

REFERENCE

date-specific triggers

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

A

DO IT

paper / digital lists / folders

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

If less than 2 minutes

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

PRE-DEFINED WORK