how to get stuff **done**

trash

What is it?

Do I need to take action on this?

NO

STUFF YOU NEED TO DO

someday or maybe list or folder

YES

How to use this handout:

1. Collect everything in your inbox, and all the things you need to do. It's easier to get a handle on everything if it's gathered in one place.
2. Take each item through the process.
3. Repeat steps 1 and 2 regularly. Do a weekly review of what you need to get done.

What's the next action?

If it's a big project with lots of parts, break it down and define each step.

If you're finding it difficult to prioritize, see **Setting Priorities.**

schedule it

To do lists tend to roll forward from one day to the next. If you map things you need to do to a particular time on your schedule, you'll get more done.

just do it

(___ min rule)

NOW

SOON

then do it

When do I need to do it?