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"STUFF"

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WHAT IS IT?

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IS IT ACTIONABLE?

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WHAT IS THE NEXT ACTION?

DO IT.

IF AN ACTION WILL TAKE LESS THAN TWO MINUTES, IT SHOULD BE DONE AT THE MOMENT IT IS DEFINED.

DELEGATE IT.

IF THE ACTION WILL TAKE LONGER THAN TWO MINUTES, ASK: AM I THE RIGHT PERSON TO DO THIS? IF THE ANSWER IS NO, DELEGATE IT TO THE APPROPRIATE ENTITY.

DEFER IT.

IF THE ACTION WILL TAKE LONGER THAN TWO MINUTES, AND YOU ARE THE RIGHT PERSON TO DO IT, TRACK IT ON THE NEXT-ACTIONS LIST OR CALENDER.

NEXT- ACTION VERBS

call
buy
purge
print

load
organize
fill out

look into
(web)
take
draft

review
find
gather
email

NEXT ACTIONS @ WORK //

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organize
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look into
(web)
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draft

review
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gather
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NEXT- ACTION VERBS

\\ NEXT ACTIONS @ HOME

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"STUFF"

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IS IT ACTIONABLE?

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NEXT ACTIONS @ HOME //

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call
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NEXT- ACTION VERBS