Step 1: Capture!

Use this “trigger list” to trigger your memory of all you need to accomplish.

Place the tasks that must occur at a set time on your calendar. Place the ones that can occur anytime in the center circles of the next page.

**Personal**

Commitments/promises to others

- Spouse
- Family
- Friends

Communications to make/get

- Initiate or respond to:
  - Phone calls
  - Emails
  - Letters
  - Cards

Upcoming events

- Birthdays
- Anniversaries
- Weddings
- Holidays
- Travel
- Vacations
- Social events
- Cultural events
- Sporting events

R&D—things to do

- Places to go
- People to meet/invite
- Local attractions

Financial

- Bills
- Banks
- Loans
- Taxes

Insurance

Legal affairs

Home/household

- Landlords
- Utilities
- Decoration/Furniture
- Appliances
- Kitchen things
- Washer/dryer/vacuum
- Areas to organize/clean
- TV/VCR/DVD
- Music/CDs/tapes
- Cameras/film
- Phones
- Sports equipment
- Closets/clothes
- Vehicle repair/maintenance
- Pets

Computers

- Software
- Hardware
- Connections
- E-mail/Internet

Health care

- Doctors
- Dentists
- Specialists

Errands

- Shopping
- Drugstore
- Grocery
- Bank
- Cleaner

**School/Work**

Communications to make/get

- Phone calls
- E-mail

Planning/organizing

- Formal planning (goals)
- Current projects (next stages)
- Upcoming projects
- Upcoming events
- Meetings
- Presentations

Writing to finish/submit

- Reports
- Rewrites and edits

Reading

- Text
- Books
- Articles

Review/Study

Meetings to be set/requested

Waiting for replies to:

- Calls
- Emails
- Decisions of others

Professional development

- Training/seminars
- Things to learn
- Things to look up
- Skills to practice/learn
- Resumes

Research—find out about...

Professional wardrobe
Step 2: Clarify!

See the example to the right.

Place your task in the center circle. Then write the next action steps in the outer circles. Use as many or few as necessary.
Step 3: Organize! (with the “@List”)

Place each of the action steps from the outer circles in the location where you can or prefer to complete it. You may prefer to use 3x5 cards or computer-based tools instead. Place this sheet or the cards in your planner/bag/pocket for easy access.

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<thead>
<tr>
<th>@Phone</th>
<th>@Campus</th>
<th>@Sofa</th>
<th>@Grocery</th>
<th>@Computer</th>
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<tr>
<td>@My Apt</td>
<td>@Shopping</td>
<td>@Coffee Shop</td>
<td>@Work</td>
<td>@Later</td>
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</table>

Step 4: Update and Review!

- Cross things off the list as you complete them, it feels **GOOD** no it feels.... GREAT!
- As you go through your week, add things to your @list as needed
- If things come up that you don’t want to organize yet or can’t, add them to your @later list
- At least once a week find some time and a friend to review all the things you crossed off your @list and

**CELEBRATE YOUR ACCOMPLISHMENTS!**