

▼ One calendar

- ▼ The problem: if you don't have a system you can trust you keep stuff in your head
 - Do you trust your system?
 - Are there times when you don't know what you are doing in the afternoon (the next day)
 - If you trust it you use it. If you don't trust it you will use it sporadically.
 - If you use it you have more intellectual capacity to focus on other things
 - Also less chance you'll screw up, double book, miss appointments, etc

▼ Format

▼ Paper or electronic

- If paper only one is allowed
- Everything syncs
- Syncs reliably
- Available for immediate reference and scheduling will create less work later. When you are with someone or talking to them on the phone and need to schedule do it immediately. Don't create more work by putting it off.

▼ Task capture

- All the stuff in your life needs an inbox
- ▼ A good inbox...
 - Is easy to identify. I reach for it without thinking
 - Gets cleaned out regularly
- ▼ How many inboxes?
 - ▼ Think about how you receive things that need to be processed
 - Email
 - People hand me things

- People tell me things in person
- People tell me things on the phone in my office
- People tell me things on my mobile phone
- People mail me things

▼ Atoms

- Old fashioned inbox on my desk
- My bag

▼ I stay away from

- Pockets-because I'll wash them or they will sit in a jacket pocket for 6 months
- Car seats-because I may not see them until it's too late (kids make cars unpredictable places)
- Desktop-because clutter is the enemy of productive people

▼ Electrons

- Straight into omnifocus

▼ Captured in evernote

- On legal pad then evernote
- Written down in black book

▼ I stay away from

- The email inbox because it doesn't force me to make a next action decision
- Paper if possible, paper is a temporary media for me

▼ Tips and tricks

- Moleskine notebooks go everywhere legal pads cannot

▼ Evernote is better at keeping track of conversations and meeting notes

- Metadata for created, location, time, date
- Searchable todo's

▼ Actionable notation helps

- [] for todo

- () for waiting
- [-] moved into omnifocus
- [x] completed, nothing further
- [A] abandoned
- ▼ Snap pictures of handwritten notes and type a brief synopsis
 - The picture helps with mental context
 - The typed notes help me understand what was important
 - I listen better when writing than when typing
- ▼ Don't forget the main thing
 - If you are responsible for getting something done it needs to go on a list (paper or electronic)
 - If you are waiting on someone to do something that also needs to go on a list
 - When you put stuff on your lists add it as either an action or a project
 - You must review your lists weekly

▼ Weekly review

- This is the secret sauce of effective (not efficient) task management
- The same way you need to think through inboxes you need to think through review
- ▼ It needs space on your calendar
 - How often
 - When
 - Where
 - Block it out
 - Get someone to hold you accountable
- Empty the inboxes first
- ▼ Goals

▼ Is this something I need to “DO”

- As opposed to something I want to know. You know it or you don't. Education is an action
- Tasks are all about next actions, use time to refine actions
- If you are procrastinating it may be because there is no defined ACTION
- Procrastination can be productive
- What is important
- What is urgent
- Start filling up your calendar for the week

▼ Frame of mind

- You should be relaxed, Friday afternoon and Sunday night
- Try to get insulated from the urgent. Don't review with a deadline looming
- Reflective: in light of your goals for the year is there anything that should be on your list that is not?
- Content: if you hate your job go for a walk, spend some time with the family, count your blessings.

▼ Projects vs Tasks

- Task is a next action
- Project is anything that contains more than one task
- Most people think in terms of projects
- You cannot get too specific with tasks

▼ Microplanning

- Before you start a big task (one that will take more than 30 minutes)
- Disposable
- Quick and dirty
- As many check boxes as possible
- Looking to achieve momentum as early as possible

- Get into execution mode

▼ Planning mode vs execution mode

▼ Planning mode deals with projects and how to

- It is big picture
- It deals with objectives and effectiveness

▼ Execution mode deals with doing

- It is narrow, pin the ears back, head down, get the work done
- Execution is about efficiency, as little wasted time and energy as possible
- Brian Tracy time spent planning saves on execution
- Your most productive days will be spent executing
- Your most effective days will be spent planning

▼ Plan the day before

- There really is something to say about your subconscious mind
- Plan to be effective so you can be efficient
- ▼ Stay in one mode for as long as possible
 - Keep the flywheel moving in the same direction
 - The people who make a big difference in the world have BIG flywheels
- ▼ When planning, build momentum and plan
 - Weekly, monthly, quarterly, annual retreats
- ▼ When executing, build momentum and execute
 - Day in, day out...wring as much production out of the day as possible
- ▼ Be realistic
 - Accomplishment and peace of mind are more important than self flagellation
- ▼ Build integrity with yourself

- small wins lead to bigger plans