

Processing Your Brain Dump

What is it?

Does it require action, or is it reference information? (Reference goes in your notes.)

If it requires action, **can someone else do it for you?** (Consider this carefully!)

If so, delegate (I like to call it “empowering yourself and others), and put it on your Waiting For list. If not, continue down this list.

Is it a “talk to?” (The next time I see xxx I want to remember to tell him xxx.)

Is it current (you plan to do it within a month or so)? Or Future?

If Future - have you decided to definitely do it? Or is it Someday/Maybe?

If current - is it a Project? (Multiple steps and time periods, definable beginning & end?)

If it’s a Project, put it on your list with the category of “Projects,” but then ask yourself, “What’s the VERY NEXT thing that has to happen to move the Project forward?” Is this a Next Action (weak relationship to time?) Or does it have a strong relationship to time (happening on a certain day, or on a certain day and at a certain time - calendar appointment?) Or is it something that you’re waiting for to move forward?

If it’s not a Project, that leaves a Next Action or a Waiting For. If it’s a Next Action, is it something you will do from work? Or is it something you can only physically do from some other location?

Regardless of whether you put it on Next Actions, Waiting For, or an @location list, remember to be VERY specific about the action. Some examples:

- call
- email
- hear back from