

Productivity Flow Chart

WHAT?



a thought?

Something you can control?

Yes

No

Thought Download or Meditation

a task?



Is it actionable?

Yes

Done under 2 minutes?

Yes

Do it!

Defer it!

Delegate it!

Assign task w/ deadline.

Add deadline to calendar.

Do it!



a human?

Can you help in under 10 minutes?

Yes

Help Them!

No

File for reference.

File for future action.

Task

Project

Daily Maintenance

Schedule it! (calendar)

Repeat Till Complete.

Do it!

What's the next step?

Schedule it! (calendar)

Do it!

Add to checklist.

Schedule it! (calendar)

Do it!

Live By Your Calendar!

