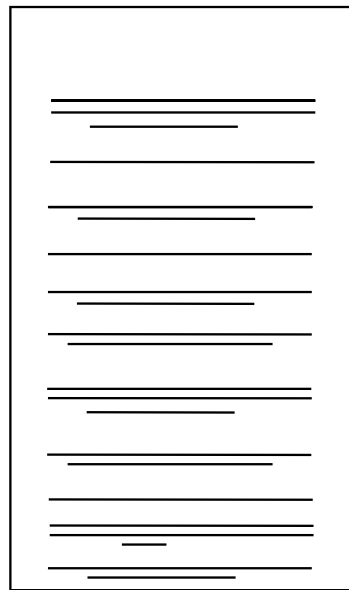
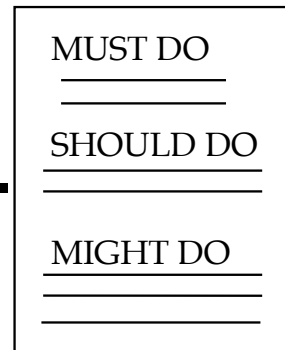


In order to be effective, your system must contain:

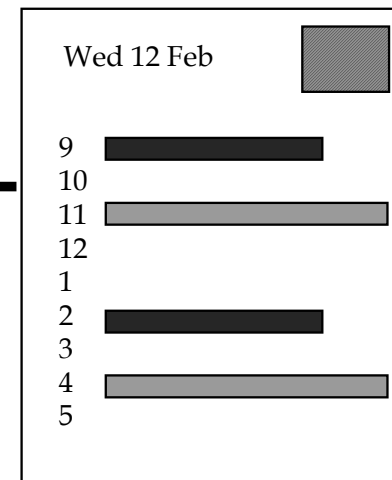
Master Actions List



Daily "Do" List



Diary



Urgency

Importance

Write everything down!

Everything

Any order

Paper / File / WP/ Book

Review weekly for urgency


Small items can go straight into Jobs To Do or Diary


Write at end of each day


Maximum 10 items

Do in order

Could be in diary
Could be a pad of 30 pages, dated

 "Unbroken chain" for next actions, milestones and chase dates

 Fixed time appointments

 Blocks of time for projects
Half to one hour long

Leave 50% free for interruptions