

ACTIONS

ASAP

CALENDAR

- 1.
- 2.
- 3.

CALLS

- 1.
- 2.
- 3.

COMPUTER

- 1.
- 2.
- 3.

HOME/GARDEN

- 1.
- 2.
- 3.

OFFICE

- 1.
- 2.
- 3.

ANYWHERE

- 1.
- 2.

ERRANDS

- 1.
- 2.
- 3.

AGENDAS

READ/REVIEW

- 1.
- 2.
- 3.

WAITING FOR OTHERS TO ACT

- 2
- 1.
- 2.
- 3.

[Your name]'s GETTING THINGS DONE!

PROJECTS

Project x

- 1.
- 2.
- 3.

Project Y

- 1.
- 2.
- 3.

INCUBATING

LATER STARTS

- 1.
- 2.
- 3.

SOMEDAY/MAYBE

- 1.
- 2.
- 3.



Adapted from *Getting Things Done* by David Allen. For productivity with positivity, contact gayle@essencecoaching.com