

Welcome!

Housekeeping

Be comfortable (without falling asleep!)

use headset, speaker, or whatever you use that's hands free

I'm recording this

How to ask questions

in calls

outside calls

Mute yourself

Open Office Q&A

Fridays 11am - 12pm

Notes from last week

- 1.Highlight what you'd like to implement.
- 2.Pick the top 3
- 3.Focus on the Top 1

Notes from last week

the muy importantes

4. Calendar syncing across devices

5. Address Book reliable

6. Passwords strong and safe

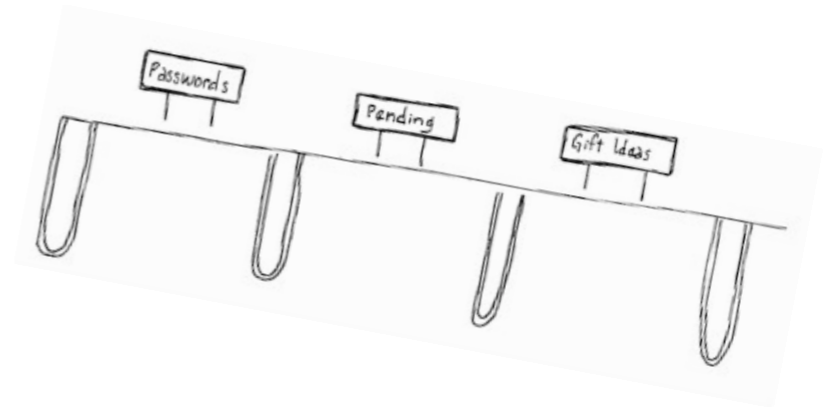
Which do you need Info Parking Spots for?

Location

- Articles to share _____
- Biz Resources _____
- Books _____
- Gift ideas _____
- Health & wellness _____
- Local resources _____
- Marketing ideas/examples _____
- Movies _____
- Passwords _____
- Pet resources _____
- Receipts/Order confirmations _____
- Spiritual-inspirational _____
- Travel ideas _____

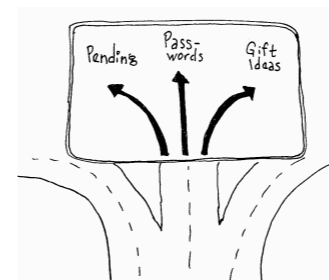
These are part of your action system

- * To Do
- * Pending
- * To Get
- * To Read
- * Project List
- * 1:1 (agendas)



Others relevant to you + location:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____



Walk Tall - Action System

Criteria

- 1. **Projects/Commitments**
- 2. **ToDo's**
- 3. **Priorities**
- 4. **Pending**
- 5. **Context**
- 6. **Due and Start/Scheduled Dates**
- 7. **Calendar**
- 8. **Program options**

Do

our playing field

Tracking the things you want to get done

When strategies → Energy Management

Planning strategies → RAP Session

Projects & Commitments

Think:
Placeholder

ToDos

1.

2.

3.

ToDos

It's all
about the
SNA

Priorities

Priorities

What's your legend?

* 1 2 3 4

* A B C D

* Today High Medium Low

* Mega Important Middling Fuggedaboutit

Priorities

What's your legend?

* 1 2 3 4

* A B C D

* **Today High Medium Low**

* ~~Mega Important Middling Fuggedaboutit~~

Priorities

“Today”

Use **Sparingly**.

Priorities

Not Today

Someday.

Pending

or “Waiting for...”

Context

My fave.

Context

1. Serve up only what's possible.
2. Group activities.
3. Help you plan.

Context

Lists that are useful in a certain place

- Errands
- Errand-SF (i.e. in San Francisco)
- REI
- Basement
- Amazon (i.e. a specific website)
- Quickbooks (i.e. a specific program)
- Online (i.e. if you are only online occasionally)
- Office or Home (i.e. esp. if office is outside your home)

When you need a specific kind of equipment to do the thing

- Phone
- MacBook

Discussion items for specific people

- 1:1 Spouse
- 1:1 Contractor
- 1:1 Kid's teacher
- 1:1 Bookkeeper

Amount of time needed

- 5min
- 15min
- 30min
- 60min

Based on a Time Container

- Mega Important
- Important
- Maintenance
- Break Time

Due and Start dates

Due and Start dates

Take Due Dates
seriously.

Due and Start dates

Sometimes called
“Scheduled”
or “Review Later”

Calendar

Keep it clean.

Calendar

Use All Day for:

1. Day-specific tasks
2. Out of Town or significant situations that will affect your scheduling and planning.

Calendar

Treat appointments with
yourself as with a
Very Important Person
(which you are).

Calendar

TIPS

Use the notes section for Call Info, one-time driving directions or contact info, or what to bring.

Use ?? when appointment still needs to be firmed up.

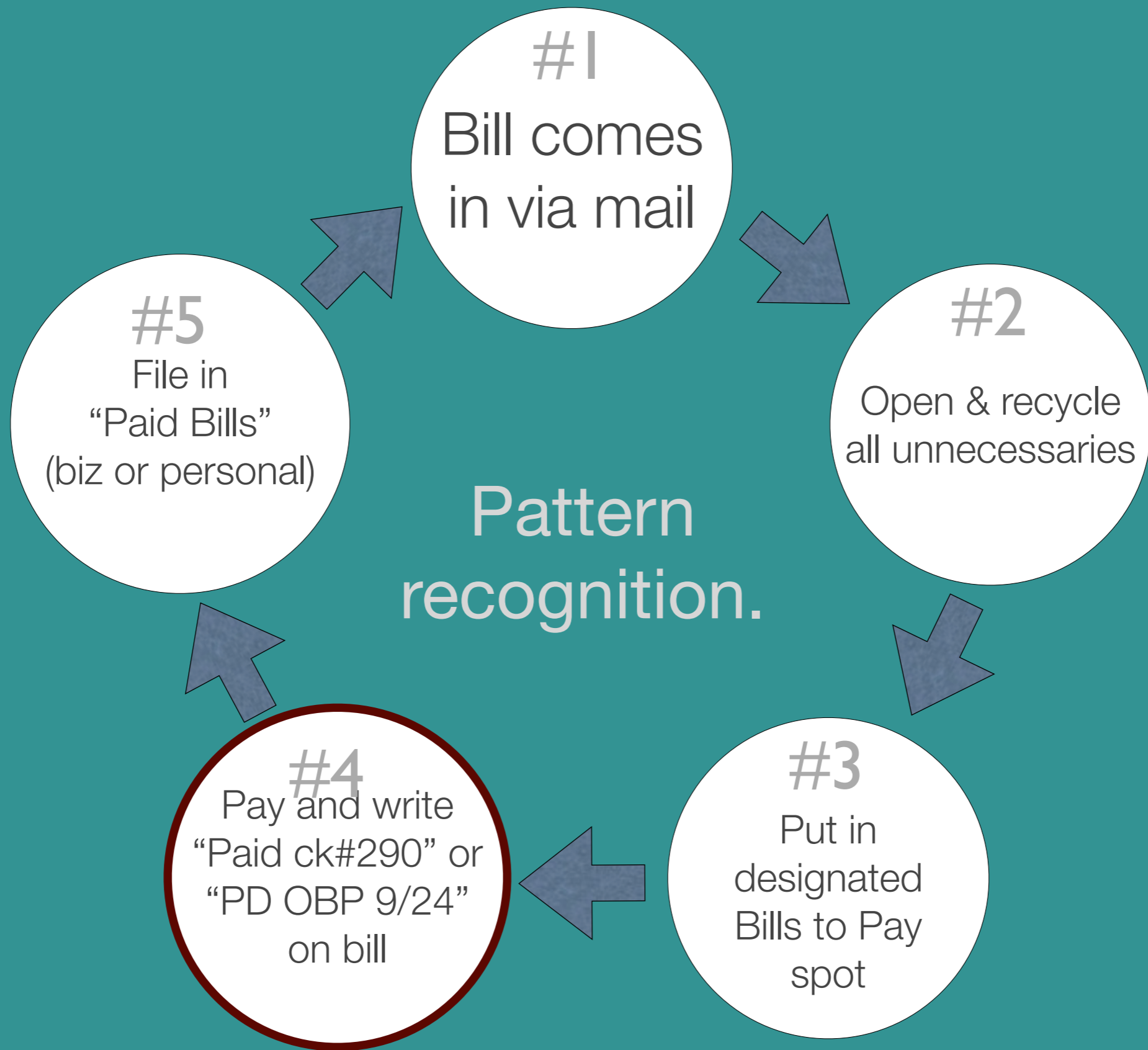
Calendar

TIPS

Use separate calendar for ToDo's, Pending, Due Dates, Repeatings, Milestones etc.

(if you are using your calendar to track these instead of a ToDo Manager).

I think of it as a Planning Calendar.



Systems Approach

Program Options

What are your criteria?

1. On/Offline
2. Devices
3. A LOT of tasks from email?
4. Need to respond to emails or just the info in them?
5. Googl-ite?

Program Options

1. Things (endorsed)
2. gQueues (almost endorsed)
3. Remember the Milk (excellent)
4. Producteev (fully featured)

Breathe.

Catch ya at the Open Office
call on Friday!

Let it be easy.



the *natural* professional

the era of disorganization is over.

Resources at

www.NaturalProfessional.com/walktall