CORD diagramme

C A P T U R E

C O L L E C T

C

 Paper

 Phone

 Conversations

 Notes from meetings

 Email

 Post

O

Commited

No

Reference

Trash

Furure list

Yes

Is it me next?

No   **Yes**

No

Waiting for list

What's next action?

Master next action list

Is there also a project?

Project list

Timed deadline?

Calendar

R

Chase?

• Check up to date
• Work out what's a priority for next week or next day

• Generate new next actions
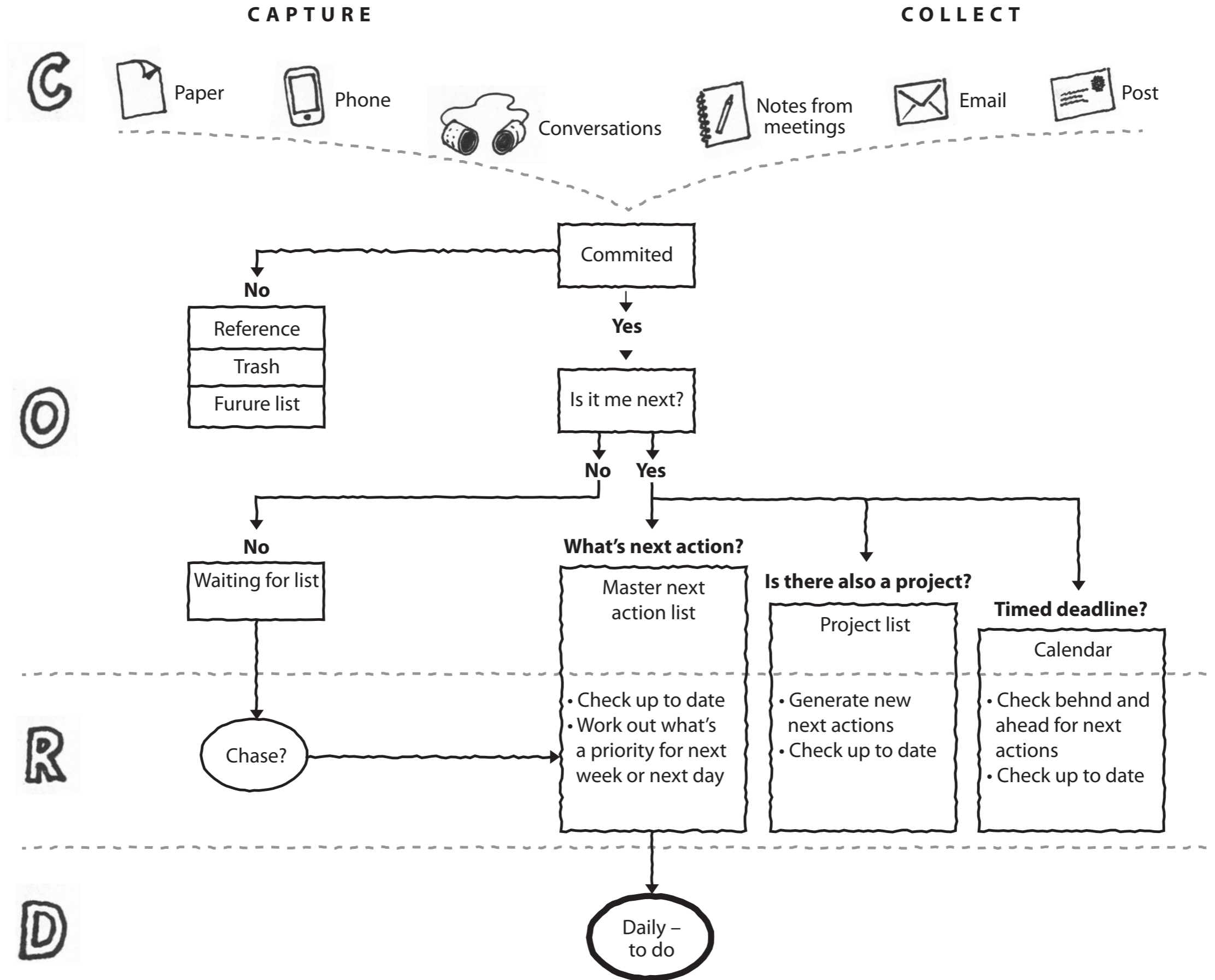• Check up to date

• Check behnd and ahead for next actions
• Check up to date

D

Daily – to do

Email Processing diagramme

Email Processing...

Is the information important to me at all?

No → Unsubscribe or set up a rule so you don't receive again, then… → **Delete!**

Yes → **Am I comitted to an action here?**

No → **Do I need to read it soon?**

- No → File in @ reference folder, or…
- Yes → File in @ read

Yes → **Can I do it in less than 2 minutes?**

- No → File in @ action
- Yes → **Do!**

Then later…

Do I need a reminder that someone else is now working on this?

- No → File in reference folder or delete
- Yes → File in @ waiting folder