

The Three Phases for Creating An Integrated Management System

Collecting

- Defining an effective Collecting System
- Ensuring a leak-proof capture of all your commitments and communications

Processing and Organizing Your Task List

- Setting up the Planning & Action Categories
- Understanding the Action Hierarchy Model
- Using the Workflow Model to clarify the nature of your commitments and communications
- Processing and Organizing Categories: (none)
- Establishing a "Total Life To Do List" that is centrally located, accessible and flexible

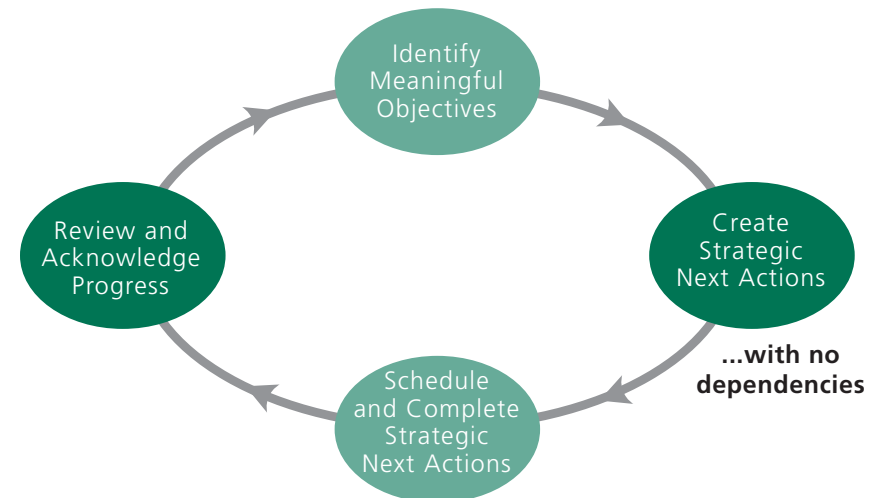
Processing and Organizing Email

- Creating your Reference System
- Creating effective email using the P.A.S.S. Model
- Using the 4 D's for Decision Making
- Processing your email into your Reference and Action Systems

Prioritizing and Planning

- Using the calendar to schedule and complete your commitments
- Creating a Baseline Calendar
- Prioritizing and planning your Strategic Next Actions
- Handling meeting requests
- Completing a Weekly Review

The Cycle of Productivity



**Consistently completing Strategic Next Actions
that link to Meaningful Objectives**