

Organize IT

Extensive trigger list for clearing your head

Projects

- Ongoing
- To start
- To finish
- To acknowledge as complete
- To clarify/process
- Define next actions
- In notepad
- In calendar
- In journal
- In planner
- On to-do lists
- On post-it notes
- On scraps of paper
- From inbox
- From meetings

Commitments/responsibilities

- Boss/managers
- Partners
- Colleagues
- Subordinates
- Other people in workplace/organization
- Customers
- Other organizations
- Professionals
- Lawyer/solicitor
- Doctor
- Dentist
- Accountant
- Spouse
- Children
- Pets
- Family
- Friends
- Neighborhood
- Borrowed items to return
- Sold items to deliver
- Payments to make
- Debts to pay
- Deadlines to meet

Community

- Neighborhood
- Schools
- Colleges
- Universities
- Parties
- Civic engagement
- Local government
- Local interests/issues
- Local events

Communications to make/get

- To make
- To get
- Waiting on...
- Phone calls
- Conversations
- Voice mails
- Text messages
- Pages
- Faxes
- Memos
- Letters
- Emails
- Cards
- RSVPs
- Social networks
- Forums
- Chatrooms
- Instant messaging

Upcoming events

- To consider
- To confirm
- To cancel
- To plan
- To get directions
- Meetings
- Special occasions
- Birthdays
- Anniversaries
- Weddings
- Graduations
- Holidays
- Travel
- Weekend trips
- Vacations
- Bank/national holidays
- Social events
- Cultural events
- Sporting events
- Local events
- Dinners
- Training/seminars/workshops

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Administration

- Bills to pay
- Forms to fill in
- Banking
- Investments
- Loans
- Taxes
- Filing
- Insurance
- Legal affairs
- Personnel
- Policies/procedures
- Medical
- Home/household
- Sorting
- Organizing

Waiting for...

- Communications
- Orders
- Repairs
- Loaned items
- Data/information
- Deliveries
- Delegated tasks
- Tickets
- Decisions of others
- Proposals
- Information
- Reimbursements
- References
- Subscriptions

Repairs/upgrades/replacements

- To repair
- To upgrade
- To replace
- Computer software
- Computer upgrades
- Downloads
- Printers
- Routers/modems
- Appliances
- Electronic equipment
- Entertainment equipment
- Office equipment
- Communications equipment
- TV
- Stereo
- Consoles
- Tools
- Home/household

Errands

- Hardware store
- Pharmacy
- Grocery store
- Bank
- Market/mall
- Post office
- Laundrette
- Office supplies
- Fueling station

Home/workplace

- Home/household
- Office/workplace
- Landlords
- Plumbing
- Electricity
- Roofing
- Landscape
- Gardening
- Driveway
- Walls/floors/ceilings
- Lightbulbs/wiring
- Heating/air conditioning
- Decorating
- Furniture
- Utilities
- Appliances
- Supplies
- Utensils
- Decluttering
- Cleaning
- Maintenance
- Repairs/upgrades/replacements

Transport

- Car
- Truck/van
- Bike/motorcycle
- Vehicle insurance/tax
- Vehicle financing
- Commuting
- Fueling
- Cleaning
- Maintenance
- Repairs/upgrades/replacements

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Professional/personal development

- Training/seminars/workshops
- Topics to learn
- Skills to practice
- Read/watch/listen
- Research
- Resume
- Health/exercise
- Recreation
- Hobbies
- Diet
- Habits
- Counseling
- Relaxation/leisure
- Creative expression
- Formal education

Planning/organizing

- Goals
- Targets
- Objectives
- Projects
- Next actions
- Business plans
- Marketing
- Initiatives
- Upcoming events
- Meetings
- Presentations
- Security
- Organizational structuring
- Travel
- Transport
- Installations of systems/equipment
- Teaching
- Subscriptions
- Career planning
- Mission statement
- Education

Read/watch/listen

- To read
- To watch
- To listen to
- To write
- To publish
- To record
- Books
- Magazines/newspapers
- Flyers
- Documents
- Websites
- Publications
- Subscriptions
- Memos
- Emails
- Reviews
- Adverts
- Letters
- Drafts
- Reports
- Evaluations
- Proposals
- Promotional material
- Manuals/instructions
- Rewrites/edits
- Hobbies
- TV
- Videos/DVDs
- Radio
- Music
- CDs/tapes
- Games
- Applications

Wardrobe

- Professional/work
- Casual
- Leisure
- Formal
- Hobbies
- Sports
- Underwear
- Accessories
- Luggage/storage
- Clothes that don't fit
- Clothes to donate
- Clothes out of fashion/season
- Clothes to clean/iron