

Organize IT Trigger list

Extensive list of keywords to help with brainstorming/reviewing

Projects

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

Commitments/responsibilities

Boss/manager, Partners, Colleagues, Subordinates, Others in workplace, Customers, Clients, Other organizations, Professionals, Lawyer, Solicitor, Doctor, Dentist, Accountant, Spouse, Children, Pets, Family, Parents, Relatives, Friends, Neighbourhood, Borrowed items to return, Sold items to deliver, Payments to make, Debts to pay, Deadlines

Communications

To make, To get, Waiting on, Phone calls, Conversations, Voice mails, Text messages, Pages, Faxes, Memos, Letters, Emails, Cards, RSVP's, Social networks, Facebook, Twitter, Digg, Blogs, Websites, Forums, Chatrooms, Instant messaging

Errands

Hardware store, Pharmacy, Grocery store, Bank, Market, Mall, Post office, Laundrette, Cleaners, Office supplies, Gas station, Cleaners, Gifts, Presents, Office supplies, Stationary, Pet supplies, Repairs

Administration/legal/financial

Bills, Cash, Budgets, Forecasting, Asset management, Forms, Banking, Loans, Investments, Taxes, Filing, Insurance, Legal affairs, Wills, Trusts, Personnel, Policies, Supplies, Procedures, Medical, Equipment, Home, Estate, Public relations

Waiting for...

Communications, Orders, Repairs, Loaned items, Data, Information, Deliveries, Delegated tasks, Tickets, Decisions of others, Proposals, Reimbursements, References, Subscriptions, Schedules, Replies, Questions, Answers

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, Seminars, Conferences, Training, Workshops

Repairs/upgrades

To repair, To upgrade, To replace, Computer software, Computer upgrades, Downloads, Printers, Routers/modems, Appliances, Electronic equipment, Entertainment equipment, Office equipment, Communications equipment, Television, DVD player, Stereo, Consoles, Tools, Home

Planning/organizing

Goals, Targets, Objectives, Projects, Next actions, Business plans, Marketing, Initiatives, Upcoming events, Meetings, Presentations, Security, Organizational structuring, Travel, Transport, Systems installations, Teaching, Subscriptions, Career planning, Mission statement, Education, Schedules, Feedback, Hiring, Firing, Sorting, Organizing, Processing, Posting, Campaigns, Reviews

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, Television, Videos, DVDs, Radio, Music, CDs, Tapes, Games, Applications

Clothes/wardrobe/grooming

To clean, To iron, To Donate, To throw out, To repair, Professional, Work, Casual, Leisure, Formal, Hobbies, Sports, Underwear, Accessories, Luggage, Storage, Clothes that don't fit, Clothes out of fashion, Clothes out of season, Nails, Hair, Shaving, Teeth

Home/workplace

Home, Office, Workplace, Landlords, Rent, Mortgage, Plumbing, Electricity, Roofing, Landscape, Gardening, Driveway, Garage, Walls, Floors, Ceilings, Lighting, Wiring, Heating, Air conditioning, Decorating, Furniture, Utilities, Appliances, Supplies, Utensils, Laundry, Storage areas, De-cluttering, Cleaning, Maintenance, Repairs, Upgrades, Remodelling, Real estate

Professional/personal growth

To read, To watch, To listen to, Seminars, Conferences, Training, Workshops, Education, Coaching, Counselling, Topics to learn, Skills to practice, Read, Watch, Listen, Research, Resume, Health, Exercise, Recreation, Hobbies, Diet, Habits, Relaxation, Leisure, Creative expression, Career

Community

Neighbourhood, Neighbours, School, College, University, Library, Sports facilities, Gym, Parties, Social events, Civic engagement, Local government, Local interests, Local issues, Local events, Police, Fire service, Ambulance

Transport

Car, Truck, Van, Lorry, Bike, Moped, Motorcycle, Tax, Insurance, Financing, Commuting, Fuel, Cleaning, Maintenance, Repairs, Upgrades, Hire, Tickets, Reservations, Fines