

Five Decisions on Incoming Items

Types of Input

- Paper
- Email
- Voice mail
- Verbal Requests
- Things you think of that you want to do

5 Decisions

- Discard – the #1 highest leverage thing to do to get organized
- Delegate – those who do not delegate either lack leadership skill or have a need for control
- Take immediate action – less than 5 minutes just do it!!!
- Put in reference file – need to have a system of easy retrieval, studies indicate people spend 30 minutes – 2 hours looking for items every day.
- File for Follow Up – decide “what” is the next step and then when to do it, use “tickler file” to stay organized

Improving Productivity

- The key to improving productivity is improving concentration.
- The key to improving concentration is to minimize distractions.
- Clutter is distracting.