

Professional

- Projects started, not completed
- Projects that need to be started
- Commitments/promises to others
 - Boss/partners
 - Colleagues
 - Subordinates
 - Other people in organization
 - "Outside" people
 - Customers
 - Other organizations
 - Professionals
- Communications to make/get
 - Internal/External
 - Initiate or respond to:
 - Phone calls
 - Voice-mail
 - E-mail
 - Pages
 - Faxes
 - Letters
 - Memos
- Other writing to finish/submit
 - Reports
 - Evaluations/reviews
 - Proposals
 - Articles
 - Promotional materials
 - Manuals/instructions
 - Rewrites and edits
- Meetings that need to be set/requested

- Who needs to know about what decisions?
- Significant read/review
- Financial
 - Cash flow
 - Statistics
 - Budgets
 - Forecasts/projections
 - P&Ls
 - Balance sheet
 - Credit line
- Planning/organizing
 - Formal planning (goals, targets, objectives)
 - Current projects (next stages)
 - Upcoming projects
 - Business/marketing plans
 - Organizational initiatives
 - Upcoming events
 - Meetings
 - Presentations
 - Organizational structuring
 - Changes in facilities
 - Installation of new systems/equipment
 - Travel
- Banks
 - Receivables
 - Payables
 - Petty cash
- Administration
 - Legal issues
 - Insurance
 - Personnel
 - Policies/procedures
- Customers

- Internal
 - External
- Marketing
- Promotion
- Sales
 - Customer service
- Systems
 - Phones
 - Computers
 - Office equipment
 - Other equipment
 - Utilities
 - Filing
 - Storage
 - Inventories
- Supplies
- Office/site
 - Office organization
 - Furniture
 - Decorations
- Waiting for...
 - Information
 - Delegated tasks/projects
 - Completions critical to projects
 - Replies to:
 - Letters
 - Memos
 - Calls
 - Proposals
 - Requisitions
 - Reimbursements
 - Petty cash
 - Insurance
 - Ordered items

- Items being repaired
 - Tickets
 - Decisions of others
- Professional development
 - Training/seminars
 - Things to learn
 - Things to look up
 - Skills to practice/learn especially re:computers
 - Tape/video training
 - Resumes
- Outside education
- Research—need to find out about...
- Professional wardrobe

Personal

- Projects started, not completed
- Projects that need to be started
- Commitments/promises to others
 - Spouse
 - Children
 - Family
 - Friends
 - Professionals
 - Borrowed items
- Projects: other organizations
 - Service
 - Civic
 - Volunteer
- Communications to make/get
 - Family
 - Friends
 - Professional

- Initiate or respond to:
 - Phone calls
 - Letters
 - Cards
- Upcoming events
 - Special occasions
 - Birthdays
 - Anniversaries
 - Weddings
 - Graduations
 - Holidays
 - Travel
 - Weekend trips
 - Vacations
 - Social events
 - Cultural events
 - Sporting events
- R&D—things to do
 - Places to go
 - People to meet/invite
 - Local attractions
- Administration
 - Financial
 - Bills
 - Banks
 - Investments
 - Loans
 - Taxes
 - Insurance
 - Legal affairs
 - Filing
- Waiting for...
 - Mail order
 - Repair

- Reimbursements
- Loaned items
- Medical data
- RSVPs
- Home/household
 - Landlords
 - Property ownership
 - Legal
 - Real estate
 - Zoning
 - Taxes
 - Builders/contractors
 - Heating/air-conditioning
 - Plumbing
 - Electricity
 - Roofing
 - Landscape
 - Driveway
 - Walls/floors/ceilings
 - Decoration
 - Furniture
 - Utilities
 - Appliances
 - Lightbulbs/wiring
 - Kitchen things
 - Washer/dryer/vacuum
 - Areas to organize/clean
 - TV
 - VCR/DVD
 - Music/CDs/tapes
 - Cameras/film
 - Phones
 - Answering machine
 - Sports equipment

- Closets/clothes
 - Garage/storage
 - Vehicle repair/maintenance
 - Tools
 - Luggage
 - Pets
- Computers
 - Software
 - Hardware
 - Connections
 - CD-ROM
 - E-mail/Internet
- Health care
 - Doctors
 - Dentists
 - Specialists
- Hobbies
 - Books/records/tapes/disks
- Errands
 - Hardware store
 - Drugstore
 - Market
 - Bank
 - Cleaner
 - Stationer
- Community
 - Neighborhood
 - Schools
 - Local government
- Civic issues