

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