

[illegible]

My Projects List

Project:					
Outcome:	Action 1:		Outcome:	Action 1:	
	Action 2:			Action 2:	
	Action 3:			Action 3:	
	Action 4:			Action 4:	
Project:					
Outcome:	Action 1:		Outcome:	Action 1:	
	Action 2:			Action 2:	
	Action 3:			Action 3:	
	Action 4:			Action 4:	
Project:					
Outcome:	Action 1:		Outcome:	Action 1:	
	Action 2:			Action 2:	
	Action 3:			Action 3:	
	Action 4:			Action 4:	
Project:					
Outcome:	Action 1:		Outcome:	Action 1:	
	Action 2:			Action 2:	
	Action 3:			Action 3:	
	Action 4:			Action 4:	
Project:					
Outcome:	Action 1:		Outcome:	Action 1:	
	Action 2:			Action 2:	
	Action 3:			Action 3:	
	Action 4:			Action 4:	
Project:					
Outcome:	Action 1:		Outcome:	Action 1:	
	Action 2:			Action 2:	
	Action 3:			Action 3:	
	Action 4:			Action 4:	

My Next Actions List		
@Calls	@Office	@Home
@Computer	@Calendar	
		@Errands
	@Meetings	
	@Monthly	
		@Waiting For
	@Read	

My Weekly Review List	
Review Planner	Mission, Roles, Goals
Process Paper	Inbox to Zero
Process Notes	Ideas, Podcasts
Review Calendar	Last Week, Next Week
Mind Dump	Thoughts, Family, People, House
Review Lists	Projects, Next Actions, Agendas, Someday/Maybe, Waiting For
Review Email	Waiting For, Action, Read
Review Habits	Time management, People management, Work/rest balance, Devotions,
Review Learning	Books, Podcasts, Articles
Review Entertainment	
Review Diet	
Review Character	
Review System	
Preview Week	
Enjoy Reward	