

### A Partial "Projects" List

Get new staff person on board R&D joint-venture video project

August vacation Produce new training compact disk

Staff off-site retreat Establish next year's seminar schedule

Publish book Orchestrate a one-hour keynote

Finalize computer upgrades presentation

Update will Get proficient with videoconferencing

Finalize budgets access

Finalize new product line Finalize employment agreements

Get comfortable with new contact- Install new backyard lights

management software Establish formal relationships with South

Get reprints of *Fortune* article American rep

Get a publicist Finalize staff policies and procedures

Finish new orchard planting Get a new living-room chair

## Typical Partial "Someday/Maybe" List

Get a bass-fishing boat Create promotional videos of staff

Learn Spanish Find Stafford Lyons

Take a watercolor class Get a digital video camera

Get a sideboard for the kitchen Northern Italy trip

Build a lap pool Apprentice with my carpenter

Get Kathryn a scooter Spotlight our artwork

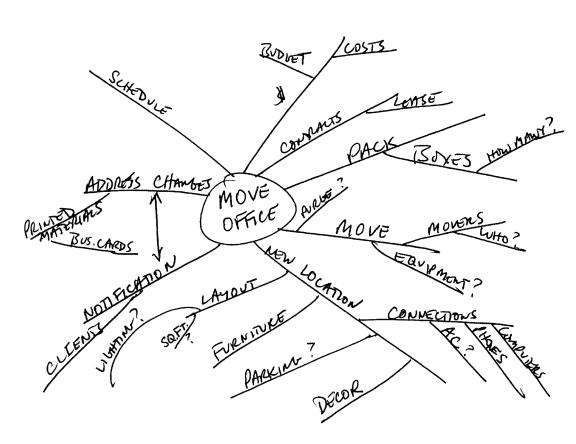
Take a balloon ride Build a koi pond

Build a wine cellar Digitize old photos and videos

Take a trip through Montana Have a neighborhood party

Learn Photoshop software capabilities Set up remote-server access at home

Set up a not-for-profit foundation



MIND MAP SAMPLE

# The Basic Processing Tools

Let's assume you're starting from scratch. In addition to a desktop work space, you'll need:

- Paper-holding trays (at least three)
- A stack of plain letter-size paper
- · A pen/pencil
- Post-its (3×3s)
- Paper clips
- Binder clips
- A stapler and staples
- Scotch tape
- Rubber bands
- An automatic labeler
- File folders
- A calendar
- Wastebasket/recycling bins

### "Incompletion Triggers" List

#### **Professional**

Projects started, not completed Evaluations/reviews

Projects that need to be started Proposals

Commitments/promises to others Articles

Boss/partners Promotional materials
Colleagues Manuals/instructions

Colleagues Manuals/instructions
Subordinates Rewrites and edits

Other people in organization Meetings that need to be set/requested

"Outside" people Who needs to know about what Customers decisions?

Other organizations Significant read/review

Professionals Financial

Communications to make/get Cash flow

Internal/External Statistics

Initiate or respond to: Budgets

Phone calls Forecasts/projections

Voice-mail P&Ls

E-mail Balance sheet Pages Credit line

Faxes Planning/organizing

Letters Formal planning (goals, targets,

Memos objectives)

Other writing to finish/submit Current projects (next stages)

Reports Upcoming projects

Business/marketing plans	Supplies
Organizational initiatives	Office/site
Upcoming events	Office organization
Meetings	Furniture
Presentations	Decorations
Organizational structuring	Waiting for
Changes in facilities	Information
Installation of new systems/equipment	Delegated tasks/projects
Travel	Completions critical to projects
Banks	Replies to:
Receivables	Letters
Payables	Memos
Petty cash	Calls
Administration	Proposals
Legal issues	Requisitions
Insurance	Reimbursements
Personnel	Petty cash
Policies/procedures	Insurance
Customers	Ordered items
Internal	Items being repaired
External	Tickets
Marketing	Decisions of others
Promotion	Professional development
Sales	Training/seminars
Customer service	Things to learn
Systems	Things to look up
Phones	Skills to practice/learn especially re:
Computers	computers
Office equipment	Tape/video training
Other equipment	Résumés
Utilities	Outside education
Filing	Research—need to find out about
Storage	Professional wardrobe

Inventories

#### Personal

Sporting events

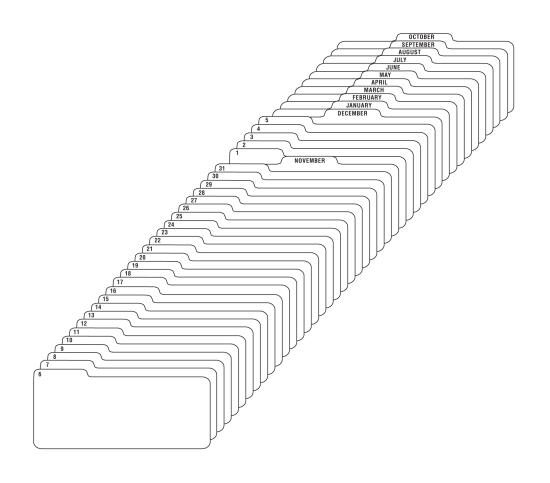
Projects started, not completed	R&D—things to do
Projects that need to be started	Places to go
Commitments/promises to others	People to meet/invite
Spouse	Local attractions
Children	Administration
Family	Financial
Friends	Bills
Professionals	Banks
Borrowed items	Investments
Projects: other organizations	Loans
Service	Taxes
Civic	Insurance
Volunteer	Legal affairs
Communications to make/get	Filing
Family	Waiting for
Friends	Mail order
Professional	Repair
Initiate or respond to:	Reimbursements
Phone calls	Loaned items
Letters	Medical data
Cards	RSVPs
Upcoming events	Home/household
Special occasions	Landlords
Birthdays	Property ownership
Anniversaries	Legal
Weddings	Real estate
Graduations	Zoning
Holidays	Taxes
Travel	Builders/contractors
Weekend trips	Heating/air-conditioning
Vacations	Plumbing
Social events	Electricity
Cultural events	Roofing

Landscape

Walls/floors/ceilings Vehicle repair/maintenance Decoration Tools **Furniture** Luggage Utilities Pets Health care **Appliances** Lightbulbs/wiring Doctors Kitchen things Dentists Washer/dryer/vacuum Specialists Areas to organize/clean Hobbies Computers Books/records/tapes/disks Software Errands Hardware Hardware store Connections Drugstore CD-ROM Market E-mail/Internet Bank TV Cleaner VCR Stationer Music/CDs/tapes Community Cameras/film Neighborhood Phones Schools Answering machine Local government Civic issues Sports equipment Closets/clothes

Garage/storage

Driveway



# TICKLER FILE EXAMPLE

