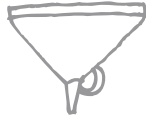


Clarify Decision Model

“stuff”



1

Is there an action that needs to be taken?

▶ NO



▼
yes

2

What is the next action?

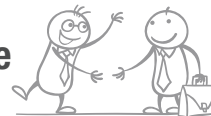


3

Am I the right person to do this?

▶ NO

Delegate



▼
yes

4

Can I do it in 2 minutes or less?

▶ no

Do Soon
Add to Lists
or Calendar



▼
yes
Do Now



gtd[®]