

Collect Stuff

Establish a trusted place.
Mobile phone
Pocket notebook



Organise

10 to 15 minutes at the
End of the day.
Organising what you
Collected.



Calendar

Task manager

Notes



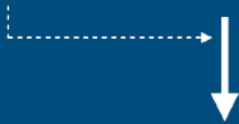
Do

95% of your time doing
the work.

Collect Stuff



Organise



Do

Universal Collection Tool (UCT)



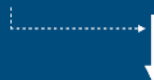
Task manager
Notes

Collect Stuff



Organise

CTT
Critical Ten Time



Do

Organising Questions:

1. What is it? (Task, note, calendar event)
2. What do I need to do with it?

Collect Stuff



Organise



Do

Critical Ten Time (CTT)

- Processing what you collected that day.
- Plan the next day

2+8 Prioritisation Method™

- What are the two critical things to do tomorrow? (Your "must dos")
- What are the eight other task I would like to do?

Collect Stuff



Organise



Do

Collecting



Organising → 5%

Doing



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