

# How to juggle life, uni & SKIP

Or... How to be productive & really  
enjoy your free time stress free!

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What balls do  
you have up in  
the air?



3  
min



After I write this essay I need to remember to pay my gas bill... oh and I musn't forget to write that audit report... and call Mum...

Damn it! Now I have forgotten what I was going to write next!



**Open Loops**



**A reliable system can increase FOCUS & PRODUCTIVITY**



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D

Getting  
Things  
Done



# Summary

Step 1

- Empty Your Mind

Step 2

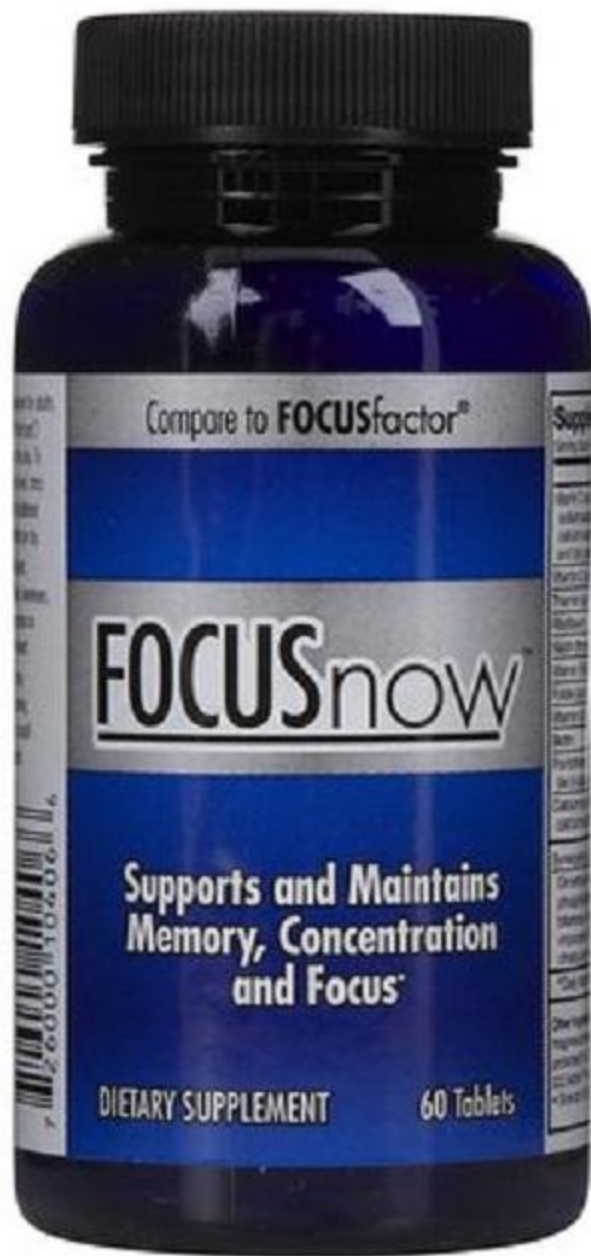
- Clear Your Inbox

Step 3

- Review

Step 4

- Get Things Done



Compare to **FOCUSfactor**<sup>®</sup>

**FOCUS**now<sup>™</sup>

**Supports and Maintains  
Memory, Concentration  
and Focus**

DIETARY SUPPLEMENT

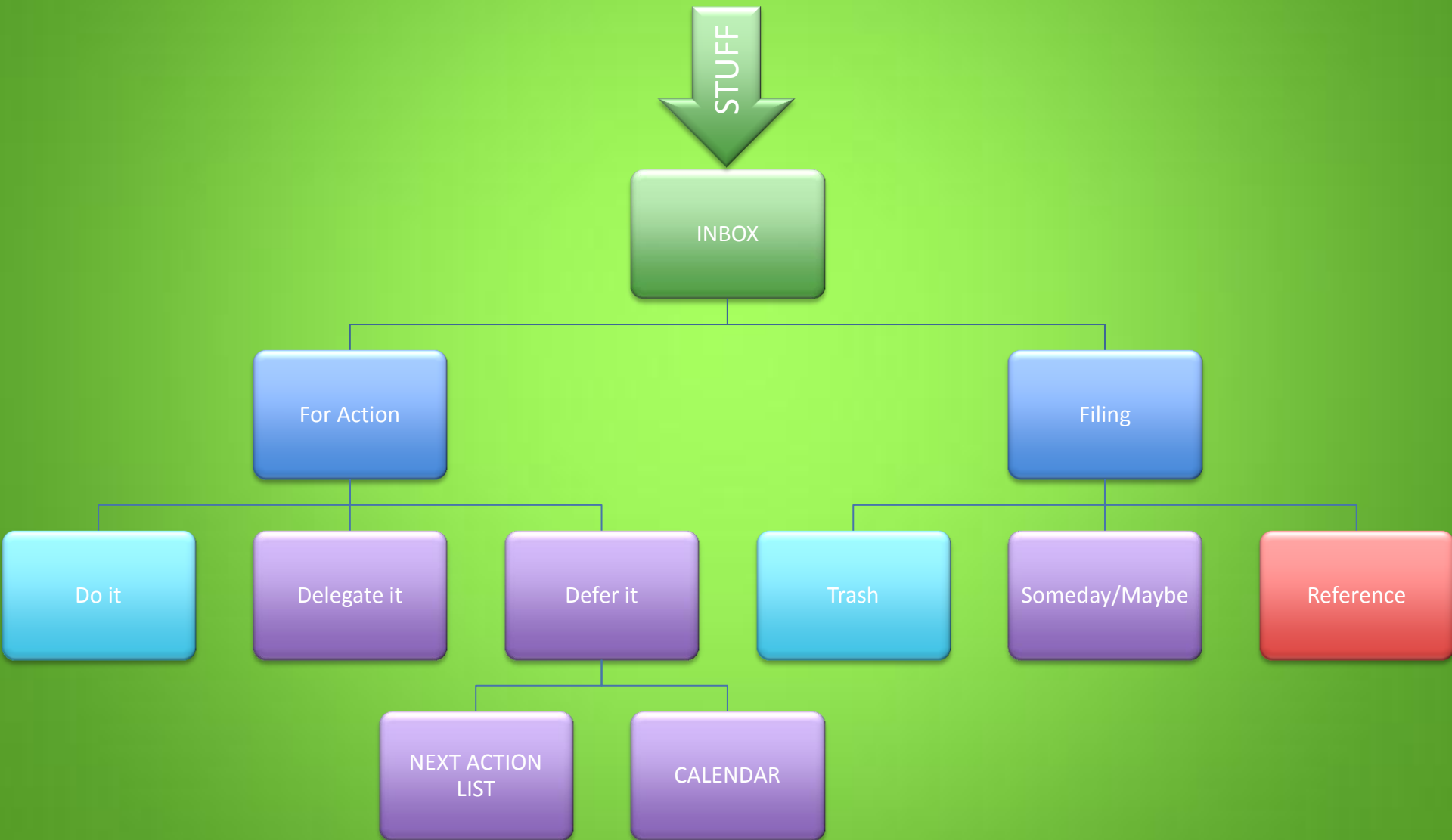
60 Tablets

# STEP 1: Empty Your Mind!

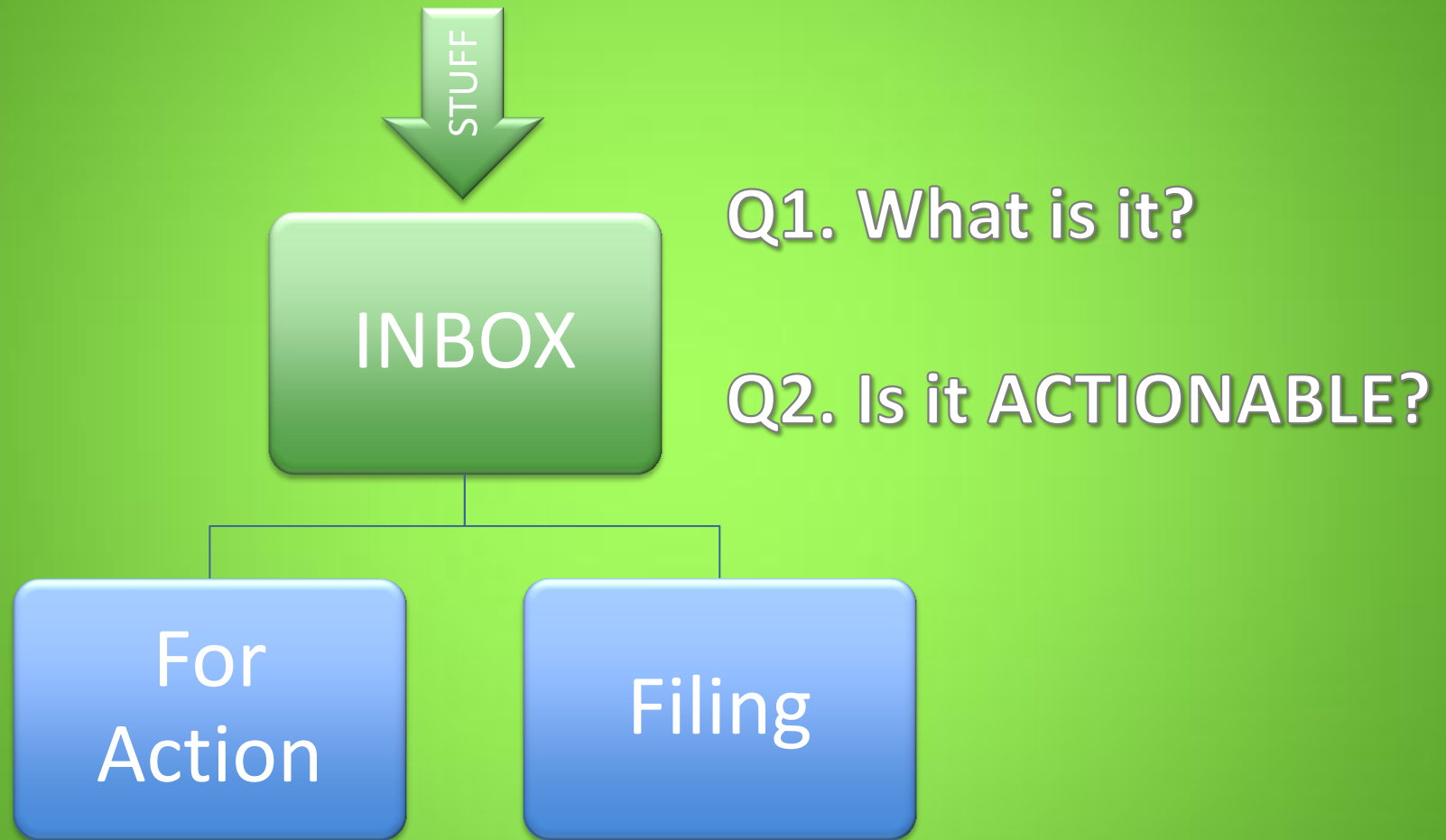
5  
min



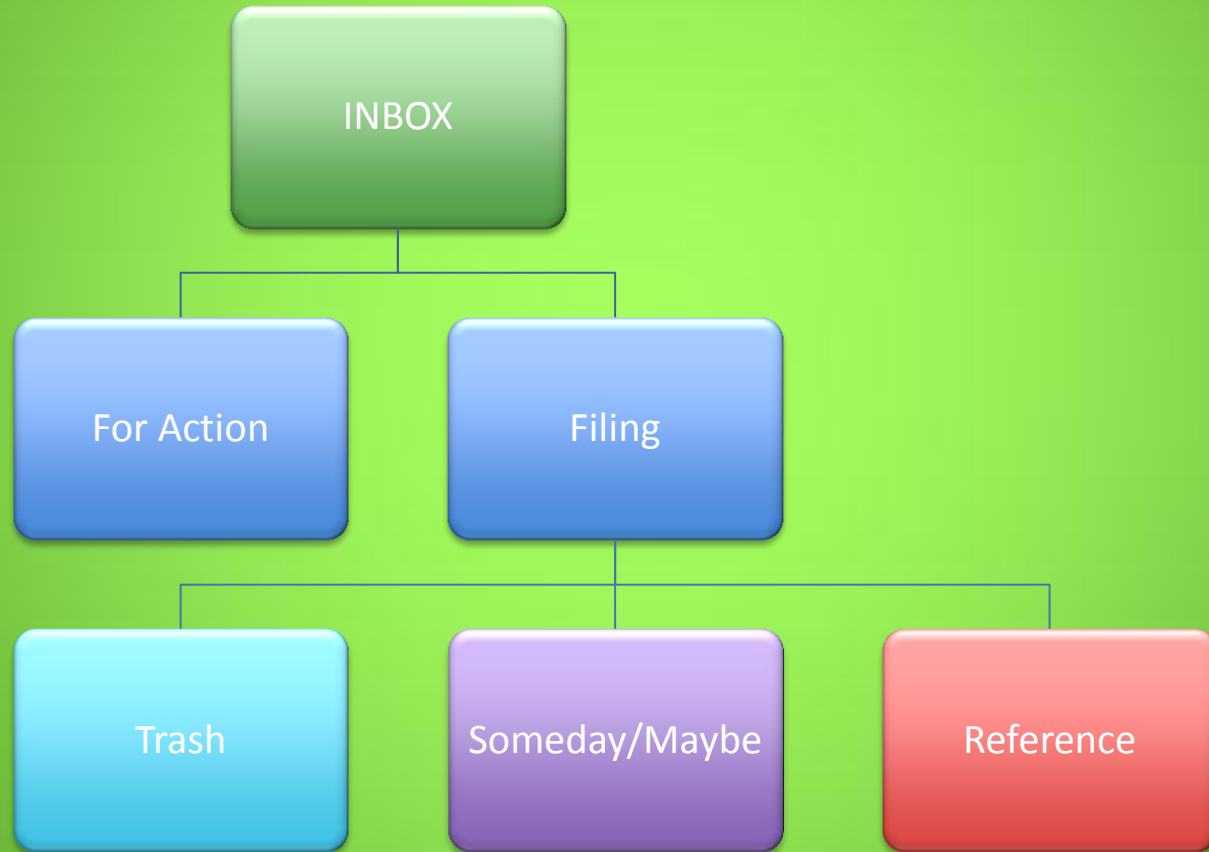
# STEP 2: Clear Your Inbox



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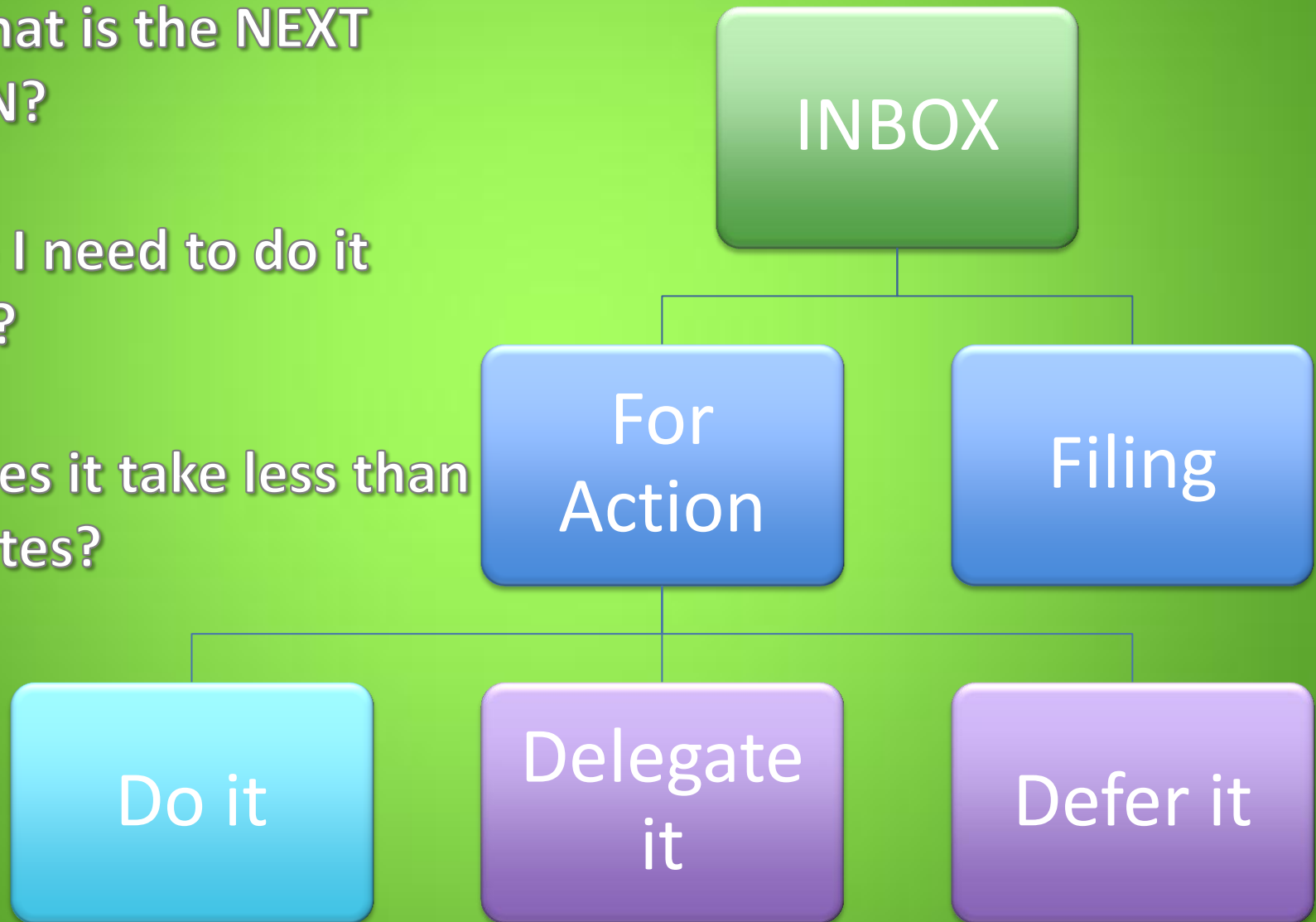


# STEP 2: Clear Your Inbox

Q3. What is the NEXT ACTION?

Q4. Do I need to do it myself?

Q5. Does it take less than 2 minutes?



# Step 2: Clear Your Inbox

Takes more than 2 minutes?





# STEP 2: Clear Your Inbox

But what if the  
"ACTIONABLE ITEM"  
has more than one  
step?

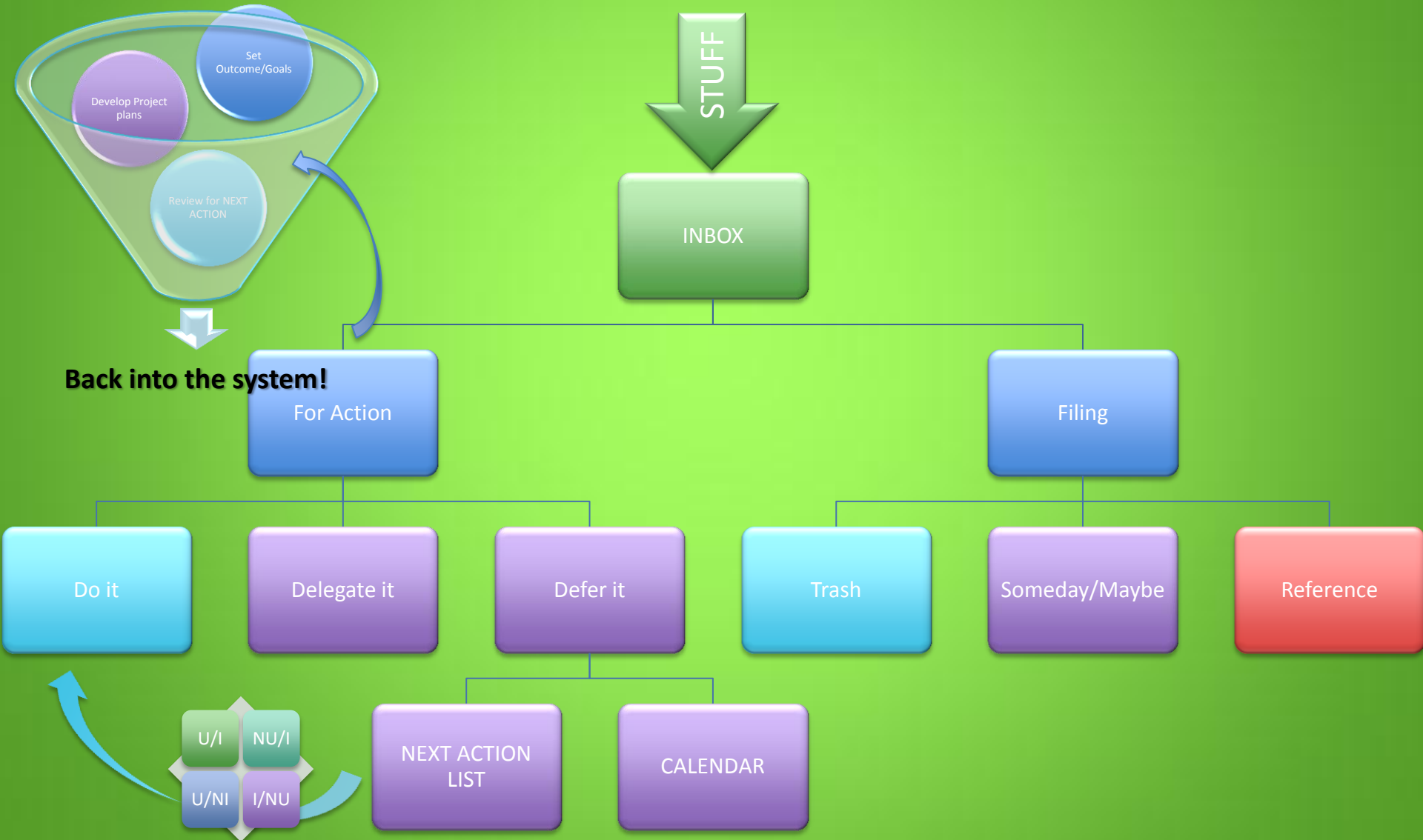


# Processing Projects



**Back into the system!**

# Step 2: Clear Your Inbox



# Step 3: Review

Daily

- Calendar
- Next Action List
- Waiting For List
- Inbox

Weekly

- Projects
- Someday/Maybe
- Mind Sweep

# Step 4: Get Things Done

Nothing stays  
in your head

Single INBOX

One CALENDAR

One WAITING FOR  
LIST

One PROJECT  
LIST



**LAW**

One NEXT ACTION  
LIST

Keep your INBOX at  
ZERO

# Step 4: Get Things Done

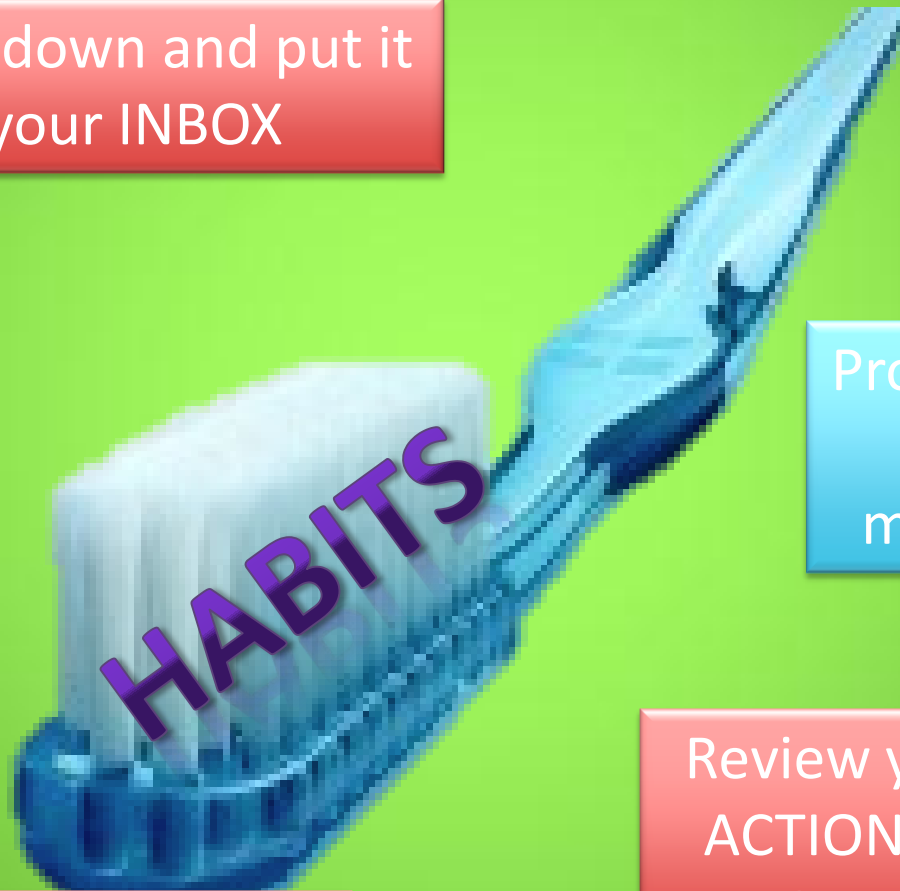
Write it down and put it  
in your INBOX

Put your  
scheduled  
items in your  
CALENDAR

Process your INBOX  
to ZERO every  
morning/evening

Manage your commitments  
with due dates

Review your NEXT  
ACTION LIST and  
CALENDAR



# Summary

Step 1

- Empty Your Mind

Step 2

- Clear Your Inbox

Step 3

- Review

Step 4

- Get Things Done

Enjoy!





**Once you are getting things done ...**

**... what comes next?**

A purple downward-pointing arrow with a white outline, containing the text 'Step 5' in white.

Step 5

- **Maintain Balance**

A blue downward-pointing arrow with a white outline, containing the text 'Step 6' in white.

Step 6

- **Achieve Independence**

A light blue downward-pointing arrow with a white outline, containing the text 'Step 7' in white.

Step 7

- **Develop Interdependence**

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