

## **Business Processing Steps**

### **Instructions:**

(To use with all inboxes-voicemail, email, physical, notebook etc.)

#### **1. Is this task worth doing?**

- a. If no, delete/throw away.
- b. If yes, continue.

#### **2. Can this task be delegated?**

- a. If 5 minutes, do it now
- b. If not, put in OneNote for reoccurring appointment

#### **3. Can I do this task in 5 minutes or less?**

- a. If yes, **DO IT NOW!!!**
- b. If not, then does it have a due date or take longer than 30 minutes?
  - i. If yes, then **CALENDAR IT!**
  - ii. If no, create a reminder list that will remind you at a future date to revisit this task.