

Compass Heading

Keep Your Business on the Road to Change



Lloyd Williams

Number 4

*A single concept
you can apply
to your life and
business today.*

Regaining Clarity in the Midst of Chaos

Whenever you lose clarity about what to do next, or your mind feels like it is wading through mud, try this simple five step process.

Collect

First, take out a pen and paper and list all the outcomes you desire, projects and things you need to get done. Be as thorough as possible because this brain dump is a necessary part of creating the space for clarity to be rediscovered.

Process

Second, create a list of the next physical action necessary to move each desired outcome one step toward closure. This will eliminate the need to store these actions in your mind. The mind is a poor storage device, but is outstanding at strategic thinking and processing.

Organize

Third, since every action in your life happens within a specific context, like at the office, at the computer, on the phone, at home, etc., you should then move the next actions to lists labeled with your particular contexts. Examples: @home, @office, @computer, @phone, etc. These can be notes in Outlook, Palm PDA, paper lists in a planner, or simple labeled 3x5 cards you carry in your pocket.

Do

Fourth, do the next actions when you are in the specified context settings. Having the lists with you, allows you to focus your attention on what the most important next actions are at each particular moment of your day.

Review

Fifth, set aside a specific time each week to review your lists and make sure you have identified the next physical action for each project.

I hope you find these five simple steps helpful. I encourage you to try this process. These comments were adapted from *Getting Things Done* by David Allen.

