

Getting Things Done

1. Have one place for all of the stuff you'll need to go through, including notes about things you want to do. This is your Inbox.
2. Go through your Inbox on a regular basis (at least once per week). The Rules:
 1. Start at the top.
 2. Deal with one item at a time.
 3. **Never** put anything back into the Inbox.
3. As you go through your Inbox, you'll have two basic types of stuff:

Stuff that needs to be done		Stuff that <u>doesn't</u> need to be done	
What to do with it:	Examples:	What to do with it:	Examples:
Do it now.	Anything that would take a few minutes to do, such as some homework assignments.	Throw it away.	Old calendars, old homework you don't want to keep.
Give it to your parent to do.	Notes from the teacher, things from school that need a parent's signature.	File it away.	Special projects or assignments you've done, some notes/letters/cards from friends and family that you want to keep.
Put it (or a note describing it) into your project basket, to do later.	Longer homework assignments, Scout projects		