

Mind Clearing Triggers

Objectives/Projects started, not completed or need to be started

Commitments and promises to others

Other organizations

Communications to make/get

Other writing to finish/submit

Meetings that need to be set/requested

Who needs to know about what decision?

Taxes

Planning/organizing

Financial

Administration

Customers internal/external

Marketing promotion/sales

Customer service

Systems/equipment

Supplies/inventories

Office/site

Waiting for

Professional development

Significant read/review

Research/need to find out about

Wardrobe

Health care

Upcoming events

Home/household

Hobbies

Errands

Community

Family

Pets