Trigger List

## Professional

* + Projects started, not completed
	+ Projects that need to be started
	+ Commitments/promises to others
	+ Boss/partners
	+ Colleagues
	+ Subordinates
	+ Other people in organization
	+ "Outside" people
	+ Customers
	+ Other organizations
	+ Professionals
	+ Communications to make/get
	+ Internal/External
	+ Initiate or respond to:
	+ Phone calls
	+ Voice-mail
	+ E-mail
	+ Pages
	+ Faxes
	+ Letters
	+ Memos
	+ Other writing to finish/submit
	+ Reports
	+ Evaluations/reviews
	+ Proposals
	+ Articles
	+ Promotional materials
	+ Manuals/instructions
	+ Rewrites and edits
	+ Meetings that need to be set/requested
	+ Who needs to know about what decisions?
	+ Significant read/review
	+ Financial
	+ Cash flow
	+ Statistics
	+ Budgets
	+ Forecasts/projections
	+ P&Ls
	+ Balance sheet
	+ Credit line
	+ Planning/organizing
	+ Formal planning (goals, targets, objectives)
	+ Current projects (next stages)
	+ Upcoming projects
	+ Business/marketing plans
	+ Organizational initiatives
	+ Upcoming events
	+ Meetings
	+ Presentations
	+ Organizational structuring
	+ Changes in facilities
	+ Installation of new systems/equipment
	+ Travel
	+ Banks
	+ Receivables
	+ Payables
	+ Petty cash
	+ Administration
	+ Legal issues
	+ Insurance
	+ Personnel
	+ Policies/procedures
	+ Customers
	+ Internal
	+ External
	+ Marketing
	+ Promotion
	+ Sales
	+ Customer service
	+ Systems
	+ Phones
	+ Computers
	+ Office equipment
	+ Other equipment
	+ Utilities
	+ Filing
	+ Storage
	+ Inventories
	+ Supplies
	+ Office/site
	+ Office organization
	+ Furniture
	+ Decorations
	+ Waiting for...
	+ Information
	+ Delegated tasks/projects
	+ Completions critical to projects
	+ Replies to:
	+ Letters
	+ Memos
	+ Calls
	+ Proposals
	+ Requisitions
	+ Reimbursements
	+ Petty cash
	+ Insurance
	+ Ordered items
	+ Items being repaired
	+ Tickets
	+ Decisions of others
	+ Professional development
	+ Training/seminars
	+ Things to learn
	+ Things to look up
	+ Skills to practice/learn especially re:computers
	+ Tape/video training
	+ Resumes
	+ Outside education
	+ Research--need to find out about...
	+ Professional wardrobe

## Personal

* + Projects started, not completed
	+ Projects that need to be started
	+ Commitments/promises to others
	+ Spouse
	+ Children
	+ Family
	+ Friends
	+ Professionals
	+ Borrowed items
	+ Projects: other organizations
	+ Service
	+ Civic
	+ Volunteer
	+ Communications to make/get
	+ Family
	+ Friends
	+ Professional
	+ Initiate or respond to:
	+ Phone calls
	+ Letters
	+ Cards
	+ Upcoming events
	+ Special occasions
	+ Birthdays
	+ Anniversaries
	+ Weddings
	+ Graduations
	+ Holidays
	+ Travel
	+ Weekend trips
	+ Vacations
	+ Social events
	+ Cultural events
	+ Sporting events
	+ R&D--things to do
	+ Places to go
	+ People to meet/invite
	+ Local attractions
	+ Administration
	+ Financial
	+ Bills
	+ Banks
	+ Investments
	+ Loans
	+ Taxes
	+ Insurance
	+ Legal affairs
	+ Filing
	+ Waiting for...
	+ Mail order
	+ Repair
	+ Reimbursements
	+ Loaned items
	+ Medical data
	+ RSVPs
	+ Home/household
	+ Landlords
	+ Property ownership
	+ Legal
	+ Real estate
	+ Zoning
	+ Taxes
	+ Builders/contractors
	+ Heating/air-conditioning
	+ Plumbing
	+ Electricity
	+ Roofing
	+ Landscape
	+ Driveway
	+ Walls/floors/ceilings
	+ Decoration
	+ Furniture
	+ Utilities
	+ Appliances
	+ Lightbulbs/wiring
	+ Kitchen things
	+ Washer/dryer/vacuum
	+ Areas to organize/clean
	+ TV
	+ VCR/DVD
	+ Music/CDs/tapes
	+ Cameras/film
	+ Phones
	+ Answering machine
	+ Sports equipment
	+ Closets/clothes
	+ Garage/storage
	+ Vehicle repair/maintenance
	+ Tools
	+ Luggage
	+ Pets
	+ Computers
	+ Software
	+ Hardware
	+ Connections
	+ CD-ROM
	+ E-mail/Internet
	+ Health care
	+ Doctors
	+ Dentists
	+ Specialists
	+ Hobbies
	+ Books/records/tapes/disks
	+ Errands
	+ Hardware store
	+ Drugstore
	+ Market
	+ Bank
	+ Cleaner
	+ Stationer
	+ Community
	+ Neighborhood
	+ Schools
	+ Local government
	+ Civic issues