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