

Topic

- yet another in-box of some kind
 - indicate what sorts of things are gathered here, and how often*
- can't act on it yet
 - Recommend recycling
 - Someday/Maybe
 - Tickler file; hold for review – indicate recommended frequency of review*
 - Reference (could be core, admin, or project too – not just created by others)
 - indicate situations that might require retrieval of this information*
 - topic-specific (contracts, C&Es, policy statements, newsletters)
 - what topic?*
 - general reference (projects, manuals, instructions, etc)
- requires multiple actions
 - project planning
 - project plans
 - indicate recommended frequency of review*
 - project support material
 - please identify project files that also contain reference materials*
- requires single action
 - waiting for someone else to do something
 - indicate what this is waiting for, and if possible who*
 - to be done (or info to be reviewed) at a specific time or on a specific day
 - indicate day and/or time*
 - that could be done at any time
 - and which would take less than two minutes
 - why is this item not done? does it belong in "waiting" or "someday/maybe"?*
 - and which would take more than two minutes
 - indicate estimated duration*