

Information and the World-at-Large



Capture



- Paper blocks on desk
- Notepad in GTD system
- Dictaphone in car
- E-mail inboxes
- Postal inbox
- Voicemail inbox
- Google Reader

Is Action required?

No

Yes

Information

Action

Electronic

Paper

Notes/
thoughts

Email files

Evernote

Scanner

Simplenote/
Notational
Velocity

Google
Mail
Gmail/
Outlook

Paper
GTD
System

Someday/
Maybe

Toodledo

Paper files

Trash

✓ Half-a-dozen Monkeys

Lessons in Personal Development and Productivity