GTD + R work flow

1. Write down the tasks on the sheet of RHODIA one task by one sheet.

2. Cut off the task sheet and put it into the POCKET.

3. Throw it away.

4. Getting done with the tasks.

Do it right now

1. Put the task sheet into the POCKET.

2. Do it right now.

3. Throw it away.

Sort

1. Space for right now.

2. Space for Today.

3. Space for this week.

4. Space for this month.

5. Space for someday.

6. Space for requesting task.

Every Morning

1. Put the FIELD on your table and set out the POCKET.

Review

1. Take them back to the space everyday.

2. Take them back to the space once a week.

3. Take them back to the space once a month.

INBOX

1. Take the task sheet and put them back to the space.

2. Cut off the task sheet and put it into the POCKET.

3. Write down the tasks on the sheet of RHODIA one task by one sheet.

4. Tag the verb to the sheet and circle it.

5. Gather the task sheets.

6. Space for someday.

GTD + R work flow [Takes about 30 min]