**Business Processing Steps**

**Instructions:**

(To use with all inboxes-voicemail, email, physical, notebook etc.)

1. **Is this task worth doing?**
   1. If no, delete/throw away.
   2. If yes, continue.
2. **Can this task be delegated?**
   1. If 5 minutes, do it now
   2. If not, put in OneNote for recurring appointment
3. **Can I do this task in 5 minutes or less?**
   1. If yes, **DO IT NOW**!!!
   2. If not, then does it have a due date or take longer than 30 minutes?
      1. If yes, then **CALENDAR IT**!
      2. If no, create a reminder list that will remind you at a future date to revisit this task.