

Clear your mind

Plan actions which allow others to proceed on their personal Commitments; Clear your desk and mind from incoming queries. Finish Undone tasks which are holding you back.

Examples: Send a document, reply "yes" or "no," comment on an Email, answer a simple question, call back to someone.

each action takes between 2-7 minutes

High Value tasks

Plan the main activities for the day, complete projects and move on significant milestones commitments which have high value for your carrier or obligation on your role at your company.

Examples: Complete user stories breakdown, complete acceptance criteria, write an MRD, sketch a brief, create a presentation or a spreadsheet, prepare a client proposal document, finish a design UX, Plan a project, write a query or develop a component.

Each task takes between 30-90 minutes

Brainless

Minor actions, in-between meetings to dos or any other job to be performed when you don't have the brain power for an essential goal-related task.

Examples: Sort out a document folder, review a short report, copy files, delete unused files, back up, exchange greetings, check up on current happenings in the world.

Mind capture

Use this area to place any ideas that come into your mind, process them on the same day or the day after during the daily planning

Call back to

Any person who you need to call back when you were busy with something else, like running a cycle

People of interest

Any person(s) you need to get hold on to get answers to your queries should be placed here