Various systems exist to help manage workflow:

**David Allen advocates a five stage process for mastering workflow** and getting things done:
1. **COLLECT** whatever is commanding your attention into one or more “buckets”
2. **PROCESS** the contents of each bucket – determine what each item means and what you need to do about it
3. **ORGANIZE** the results of the process step
4. **REVIEW** the options ahead of you to determine what you need to
5. **DO**

**SMART goals** can help guide your decision-making process about how best to spend your time. One system for determining which action(s) you’ll take is considering
- what you can do in the moment (from right where you are)
- whether you have sufficient time available
- whether you have sufficient energy available, and
- which action is highest priority and will give you the greatest payoff, given the three preceding considerations

**Peter Bregman** suggests that asking a series of questions may be sufficient to help you determine how best to spend your time:
- Am I prepared for this day?
- Am I prepared to make it a successful, productive day?
- Have I thought about it?
- Have I planned for it (and what is my plan for today)?
- Where will I spend my time?
- How will it further my focus?
- How might I get distracted?
- Have I anticipated the risks that might take me off track?
- Will my plan for this day keep me focused on what my year is about?

When someone comes with a request, determine if it’s worth your time by asking:
1. Am I the right person?
2. Is this the right time?
3. Do I have enough information?

If the answer to ANY of the three questions is NO, DON’T DO IT. Instead,
- pass it to the right person
- schedule it for the right time
- wait until you have the information you need

**Meggin McIntosh** suggests drawing ourselves forward positively to stay focused in those areas where we have decided we want to be focused. At the start of each day/week/month, ask yourself (and write down your responses):
- What do I want to have done today?
- What do I want to have done this week?
- What do I want to have done this month?
What interferes with my ability to get things done, and how can I/who can help me start to turn that around?

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<th>How am I encouraging or discouraging myself?</th>
<th>What skills am I lacking?</th>
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<th>How are others encouraging the wrong behaviors/discouraging the right ones?</th>
<th>How are others making the wrong behaviors easier/the right behaviors harder?</th>
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<th>What incentives are encouraging the wrong behaviors/discouraging the right ones?</th>
<th>What else in the environment makes the wrong behaviors easier/the right behaviors harder?</th>
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