

The art of welldoing



Do Breathe

Get Stuff Done

C / A / R / E

Collect

Desk inbox,
mobile inbox, notepad,
email inbox, list inbox

Arrange

Next physical actions,
desired outcomes

Review

Check-in every day,
reflect every week

Execute

Where you are?
How long have you got?
How do you feel?
What really matters?

Work / Flow

Inbox

Do I need to do something?



Do it

2 mins or less

Delegate

Waiting For

Defer

To-do list,
email actions
folder or calendar



No

Bin

Or recycle

File

A-Z reference

Someday

Later



Do Breathe

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Daily / Check-in

01/ Calendar

What does your day look like?

02/ To-do list

What's already important?

03/ Email action folder

Are there any existing emails that need action?

04/ Email inbox

Only look here after the above.

Weekly / Review

01/ Clear the decks

Process all inboxes to zero.

02/ Scan your calendar

Look back & forwards two weeks for anything that needs action.

03/ Check to-do lists

Go through Action & Project lists. Check done items. Add new actions. Chase 'Waiting For' list if required.

04/ Get perspective

Review goals and project plans. Reflect on whether your life needs rebalancing. What really matters?