

The Bare Bones Hipster PDA

designed for
3 x 5 (76 x 127mm)
faint ruled cards

www.digitalzoo.com.au/bbhpda/

To Do

PRIORITY



Next Actions



Waiting For



DELEGATE

DATE

Someday / Maybe



Agenda

For:

DATE



Errands



Shopping



Shopping



Project



Weekly

Week of _____

Monday

Tuesday

Wednesday

Weekly

Week of _____

Thursday

Friday

Saturday

Sunday

List



Notes



Blank

Blank Note



Blank Check

2005

January

M	T	W	T	F	S	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

February

M	T	W	T	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

March

M	T	W	T	F	S	S
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

April

M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

May

M	T	W	T	F	S	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

June

M	T	W	T	F	S	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

July

M	T	W	T	F	S	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

September

M	T	W	T	F	S	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

October

M	T	W	T	F	S	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

November

M	T	W	T	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

December

M	T	W	T	F	S	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

GTD process

STUFF Inbox

What is it?

Is it ACTIONABLE?

NO

Eliminate - TRASH

Incubate - SOMEDAY / MAYBE

File - REFERENCE

YES

Yes - (Multi-Steps) - PROJECTS

Review for Actions

Next Project Actions

What's the next action?

Delegate - WAITING FOR LISTS

Less than 2 Minutes - DO IT!

FOR ME:

ASAP - NEXT ACTIONS

LISTS / FOLDERS / TRAYS

Specific Date or Time - CALENDAR / PDA

GTD Daily Review

Sync and capture new information from Hipster PDA to Outlook

START Review and Doing routine

REVIEW Containers

CHECK CALENDAR for appointments, notes and untimed items

CHECK TICKLER for today-related materials and papers

Check NEXT ACTIONS lists for priority & current context

Process NEW STUFF in containers

DO the HIGHEST PRIORITY thing you can do right now depending on context and time/energy available

CONTINUE with DAILY REVIEW and DO routine

END OF DAY ROUTINE

REVIEW previous calendar and pull forward undone times

REVIEW calendar and prepare actions

REVIEW next action lists and check off done items

PREPARE at home for next day