

Mind Sweep Trigger List

Meetings that need to be set/requested	Who needs to know about what decisions?	Legal, real estate, zoning, taxes
Projects started, not completed	Significant read/review	Builders/contractors/suppliers
Projects that need to be started	Travel	Areas to organize/clean out
Commitments/promises to others	Research - need to find out about...	Financial
Communications to make/get	Upcoming events	Vehicle repair/maintenance
Initiate or respond to: <ul style="list-style-type: none"> ● Phone calls ● Emails ● Faxes ● Letters/Memo 	Administration <ul style="list-style-type: none"> ● Legal issues ● Insurance ● Personnel ● Policies/procedures 	Waiting for... <ul style="list-style-type: none"> ● Information ● Delegated tasks/projects ● Completions critical to projects ● Reimbursements
Other writing to finish/submit <ul style="list-style-type: none"> ● Reports ● Evaluations/reviews ● Proposals ● Articles ● Promotional materials ● Manuals/instructions ● Re-writes and edits 	Systems <ul style="list-style-type: none"> ● Phones ● Computers ● Utilities ● Filing ● Storage ● Inventories ● Supplies 	Customers <ul style="list-style-type: none"> ● Internal ● External ● Marketing ● Promotion ● Sales ● Customer Service