

# organised Life

This example page shows how I use the Filofax 'to-do' pages to implement my GTD-based personal productivity system.

They help keep each 'next action' nice and clear, and by highlighting the action verb, it's easy to scan the list.

Obviously everyone's tastes will be different, but hopefully this has given you some ideas for your own paper-based system...

Join the productivity conversation at [organisedlife.com](http://organisedlife.com).

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A5 FILIFAX Ref. 342211 © 2001.

Name of context OR Agenda goes here	To Do
I use one line of the list for each 'next action':	<input checked="" type="checkbox"/>
If it takes more than one line, it's probably too complex.	<input type="checkbox"/>
(See?)	<input type="checkbox"/>
Rather than use the tick box, $\longrightarrow$	<input type="checkbox"/>
I draw a line through the whole item:	<input type="checkbox"/>
<del>Phone Volkswagen re service</del>	<input type="checkbox"/>
This way, I can still read the item,	<input type="checkbox"/>
<u>and</u> it's immediately clear that it's been done	<input type="checkbox"/>
When I remember, I put the action verb in CAPS:	<input type="checkbox"/>
EMAIL James about BBQ, or	<input type="checkbox"/>
READ strategy document.	<input type="checkbox"/>
(I don't always remember.)	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

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