

# Incompletion Trigger List

## What has your attention?

### Personal

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**Projects** started, not completed

**Projects** that need to be started

**Projects—other organizations**  
service, community, volunteer, spiritual organization

**Commitments/promises to others**  
spouse, partner, children, parents, family, friends,  
professionals, returnable items

**Communications to make/get**  
calls, emails, faxes, cards, letters, thank-you's

**Upcoming events**  
birthdays, anniversaries, weddings, graduations, outings,  
holidays, vacation, travel, dinners, parties, receptions,  
cultural events, sporting events

**Family**  
projects/activities with spouse, partner, children,  
parents, relatives

**Administration**  
home office supplies, equipment, phones, answering  
machines, computers, internet, TV, data backup,  
appliances, entertainment, filing, storage, tools

**Leisure**  
books, music, videos, travel, places to visit, people to visit,  
web browsing, photography, sports equipment, hobbies,  
cooking, recreation

**Financial**  
bills, banks, investments, loans, taxes, budget, insurance,  
mortgage, accountants

**Legal**  
wills, trusts, estate, legal affairs

**Waiting for**  
mail order, repairs, reimbursements, loaned items,  
information, rsvp's

### Home/household

real estate, repairs, construction, remodeling, landlords,  
heating and A/C, plumbing, electricity, roofs, landscaping,  
driveways, garages, walls, floors, ceilings, decor, furniture,  
utilities, appliances, lights and wiring, kitchen stuff, laundry,  
places to clear, cleaning, organizing, storage areas

### Health

doctors, dentist, optometrist, specialists, checkups, diet,  
food, exercise

### Personal development

classes, seminars, education, coaching, career, creative  
expressions

### Transportation

autos, bikes, motorcycles, maintenance, repair, commuting,  
tickets, reservations

### Clothes

professional, casual, formal, sports, accessories, luggage,  
repairs, tailoring

### Pets

health, training, supplies

### Errands

hardware store, pharmacy, department stores, bank, cleaners,  
stationers, gifts, office supply, groceries

### Community

neighborhood, neighbors, service work, schools, civic  
involvements

For additional information and educational resources visit [davidco.com](http://davidco.com), [gtdtimes.com](http://gtdtimes.com), [gtdiq.com](http://gtdiq.com) and [gtdconnect.com](http://gtdconnect.com).

# Incompletion Trigger List

## What has your attention?

### Professional

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**Projects** started, not completed

**Projects** that need to be started

“**Look into**” projects

**Commitments/promises to others**

boss, partners, colleagues, subordinates, others in organization, other professionals, customers, other organizations

**Communications to make/get**

calls, emails, voicemails, faxes, letters, memos

**Writing to finish/submit**

reports, evaluations, reviews, proposals, articles, marketing material, instructions, summaries, minutes, rewrites and edits, status reporting, conversation and communication tracking

**Meetings**

upcoming, need to be set or requested, need to be de-briefed

**Read/review**

books, periodicals, articles, printouts, websites, blogs, RSS feeds

**Financial**

cash, budget, balance sheet, P&L, forecasting, credit line, payables, receivables, petty cash, banks, investors, asset management

**Planning/organizing**

goals, targets, objectives, business plans, marketing plans, financial plans, upcoming events, presentations, meetings, conferences, travel, vacation

**Organization development**

org chart, restructuring, lines of authority, job descriptions, facilities, new systems, change initiatives, leadership, succession planning, culture

**Administration**

legal issues, insurance, personnel, staffing, policies/procedures, training

**Staff**

hiring, firing, reviews, staff development, communication, morale, feedback, compensation

**Systems**

phones, computers, software, databases, office equipment, printers, faxes, filing, storage, furniture, fixtures, decorations, supplies, business cards, stationery, personal/electronic organizers

**Sales**

customers, prospects, leads, sales process, training, relationship building, reporting, relationship tracking, customer service

**Marketing/promotion**

campaigns, materials, public relations

**Meetings**

upcoming, need to be set or requested, need to be de-briefed

**Waiting for**

information, delegated projects/tasks, pieces of projects, replies to communications, responses to proposals, answers to questions, submitted items for response/reimbursement, tickets, external actions needed to happen to continue or complete projects...(decisions, changes, implementations, etc.), things ordered

**Professional development**

training, seminars, things to learn, things to find out, skills to develop or practice, books to read, research, formal education (licensing, degrees), career research, resume

**Wardrobe**

professional

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