

# What About Sub-Projects?



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# What About Sub-Projects?

If you have just started using the Ready-Set-Do! scripts this may not seem immediately relevant to you, but after you have been using the scripts for awhile you will begin seeing the relevance.

When you Empty Your Head you typically do this by making new items in your Inbox and then processing them with the "Get INBOX to Empty" script. This process helps you separate your one-step actionables (which go in your Actionables folder) from your multi-step actionables (which become projects in your Projects folder).

But when you "Jot Some Thoughts Down" or "Add Moving Parts" to your projects, there is no equivalent process for separating out one-step project components from multi-step project components (i.e. sub-projects).

Moreover, these sub-projects already find themselves in the Projects folder where clarity and organizing happens. There is no further place to send them to break them down into smaller pieces.

What, then, do sub-projects need?



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# What Do Sub-Projects Need?

You are thus left with the following needs:

1. A way of separating out multi-step project components from one-step project components.
2. Getting the multi-step project components to a place where you can give them the same level of clarity and organization as the project it is connected with (e.g. clarify the sub-project's Purpose, Standards, Vision, etc.).
3. Making sure that the multi-step project component still retains its place "within" the project it is related to so that the main project stays clear and defined.
4. Avoiding the "spring loading" trap of putting too many details and sub-details and sub-details of sub-details within a project such that your mind goes numb to the project as a whole and you avoid it because of its growing complexity.



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# The Solution to Sub-Projects

What is the solution?

(i) Take the “sub” out of sub-projects — since they are really just projects related to other projects — and put them at the main project level for you to clarify and organize like your other projects.

## Main-Level Projects

Name	
▶	<u>Project-Take a course on French</u>
▶	Project-Archived All Sent Emails By Year
▶	Project-Deepen & Live Life with Siblings
▶	Project-Design Syllabi For Courses You Want to Teach
▶	Project-Design Your Ideal Study Environment

## “Within” Main Project

▼	5-MISSION-CRITICAL
▶	a. Finish Book _New French with Ease_
▶	b. Write down a top 10 list ...ooks and articles to translate
▶	c. Take a course on French
▼	6-KEY MILESTONES
▶	a. Be able to quote the Fren...abet in less than 30 seconds
▶	b. Learn paradigms such th... quote to anyone who asked



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# The Solution to Sub-Projects

What is the solution?

(i) Take the “sub” out of sub-projects — since they are really just projects related to other projects — and put them at the main project level for you to clarify and organize like your other projects.

Alias Made Within Main Project to Original Now at Main-Level

▼ 5-MISSION-CRITICAL	5-MISSION-CRITICAL: Project-I am Proficient in French
▶ a. Finish Book _New French with Ease_	@ Book: Finish lesson 74 (73 of 131 lessons complete)
▶ b. Write down a top 10 list ...ooks and articles to translate	--
▶ c. Take a course on French	Waiting for you to complete <u>sub-project: Project-Take a Course on French</u>
▼ 6-KEY MILESTONES	6-KEY MILESTONES: Project-I am Proficient in French
▶ a. Be able to quote the Fren...abet in less than 30 seconds	@ Home: Go thru French With Ease Book and Practice for 10 minutes
▶ b. Learn paradigms such th... quote to anyone who asked	--

(ii) Make a note “within” the main project reminding you that you are waiting for this sub-project to be completed and that it has already been put at the main project level for further clarity and organization. This is done by making an “alias” within the main project to that sub-project now at the main project level.



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# How Sub-Projects Are Made

There are two ways sub-projects are made:

— Manually —

1. Whenever you run a "Get Clear On Projects" script and you choose "More Action" --> "Review Moving Parts" --> "Incomplete" --> "Rename"
2. You'll see a button "Make a Sub-Project."
3. If you want to make the project component into a sub-project, just press "Make a Sub-Project" and it will be sent to the main project level.

— Automatically —

1. Whenever you run a "Get Clear On Projects" script and you choose "More Action" --> "Review Moving Parts," if the wording of the project component suggests that it's a sub-project (e.g. Finalize, Implement, etc.) you will be asked you if you want to activate it.
2. "Incomplete" allows you to treat the component as a one-step actionable by specifying its next action.
3. "Activate" turns the component into a sub-project by sending it to the main project level.
4. "Incubate" does not make the component into a sub-project and moves you on to review the next project component.



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# When Projects Are Complete

Primary Purpose  
Standards  
Outcome Vision  
Mission-Critical  
Key Milestones  
Deliverables

✓ Completed Part

-----

-----

✓ Completed Part

✓ Completed Part

✓ Completed Part

Once the primary purpose of a project is marked complete, and you are “Reviewing Moving Parts” for that project, you will be asked if you want to file it.

If the completed project happens to be a sub-project it will automatically be filed with its main project and “✓ Completed Part” will be written to the comments for that sub-project now filed within its main project.

If the completed project is not a sub-project you are prompted to choose where in your Reference folder to file the project.

Note: Any left over standards, outcomes, or moving parts go to “Someday-Maybe” and get reassessed at the next weekly review.



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# The Advantages to This Approach

## **Separates Your Multi-Step Project Components from One-Step Project Components**

Your projects stay organized. You can see the sub-projects by means of the aliases to them you now have in the Mission-Critical, Key Milestones, and Deliverables folders for that project. And you have a sufficient reminder for your review - "Waiting for you to complete sub-project: Project-..."

## **Treating Sub-Projects As What They Are --> Projects**

The only time you need to think of sub-projects "as" sub-projects is when you are dealing with the main project it is associated with. The rest of the time you should treat it no differently than any other project at the main level of your projects. The process for getting clear on Sub-Projects is the same as that for Projects. They belong together at the main level where they can both be seen as governed by the same process.

## **Gives Your Projects a More Proportional Horizon**

Putting sub-projects with your other projects at the main-level gives the landscape of your projects a more proportional horizon. No one project looks bigger than another at the main-level because there is nothing to be clarified and organized "hiding" within any one of them that isn't already at the main level. You may end up overwhelmed by the extra number of projects at the main-level, but it is actually a more accurate view of the commitments you have agreed to with your projects. Less falls through the cracks when sub-projects are brought to the main level. And the new alias "within" gives you access to the sub-project now at the main level when you need it.

Note: Sub-projects of sub-projects are handled in the same way.



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# Sub-Projects & Project Detail

You have seen how you can drag a project onto the “Make Project Detail (Droplet)” and get a text file with that project’s detail. But what if you want the details on every sub-project with that project as well?

Any project that you drop onto the “Make Project Detail (Droplet)” will automatically search that project’s components for alias files linked to sub-projects at the main-level of your Projects folder. And it will automatically make the detail for those projects and denote them as sub-projects underneath the detail of the main project.

To see how this works, just take a project with sub-projects and drag it onto the “Make Project Detail (Droplet).”

## Making Project Detail (All)

To make a Master List providing the details on ALL projects in your Projects folder, select “Make Project Detail (All)” from the “9. Make Action Lists” folder in your dock. Sub-projects are not denoted as sub-projects on this list but simply have their detail made like the rest of your projects at the main-level.



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# Instant Vertical Focus & Navigation

Ready-Set-Do! also makes it easy for you to navigate through the vertical dimensions of your actionable landscape and focus only on the levels that need your immediate attention.

When processing reading or actionables using the 'Get Some ACTIONABLES Done' or 'Get Some READING Done' scripts, you'll notice tiered windows in the background taking you all the way up to the highest level goal or outcome that low-level task is connected with:

'Project-I am an Outstanding Scholar'

'Project-I am Proficient in Latin'

'Project-Finish Latin Workbook'

'Complete this Latin lesson'

And seeing the higher-levels connected with low-level tasks helps provide the "motivating backdrop" you need to complete those tasks and achieve the higher outcomes they ultimately relate to.



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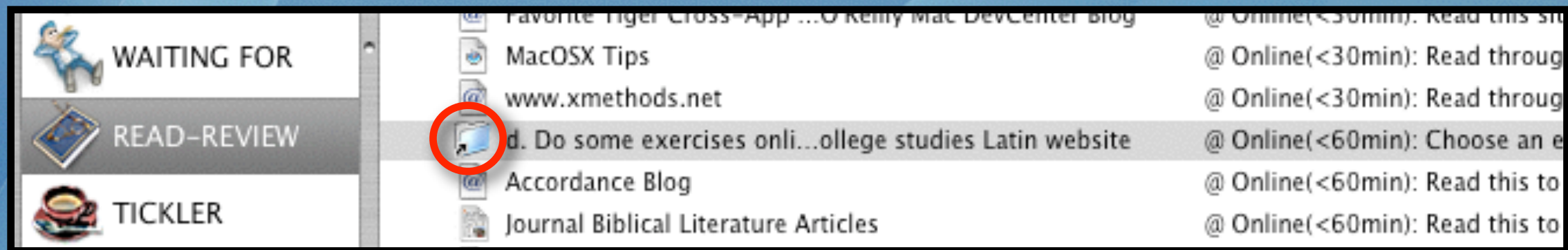


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# Instant Vertical Focus & Navigation

In addition, Ready-Set-Do! has an advantage over list-managers in that it allows you to navigate up and down the various levels of your actionable landscape from within each component. You can thus jump quickly from the trees to the forest or from the forest to the trees with one 'click'.



To navigate up from a low-level component in your active system that is connected with a project in your Projects folder, just double-click its alias to be taken to the project that governs that low-level component.



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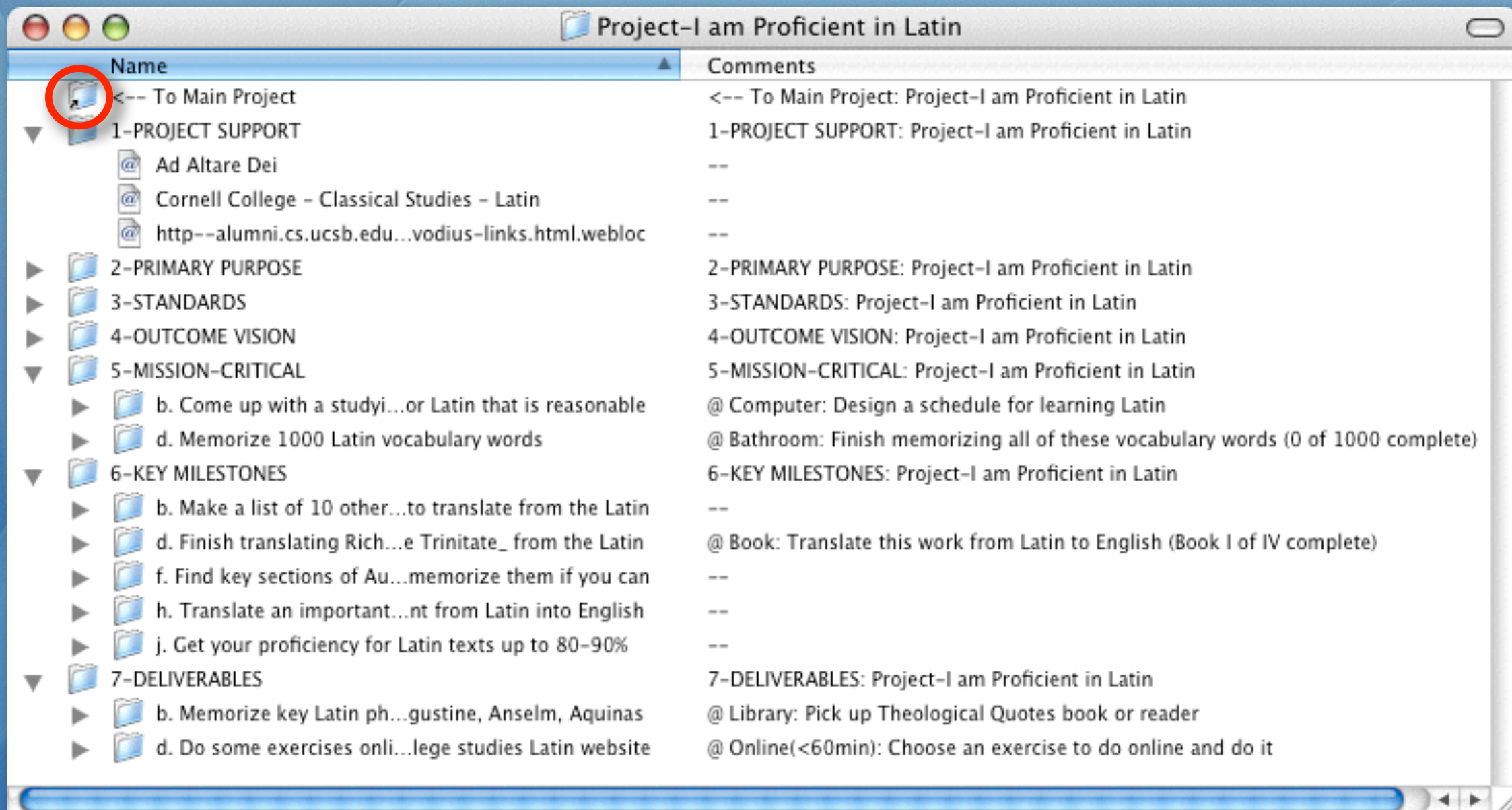
# Instant Vertical Focus & Navigation

Name	Comments
<-- To Main Project	<-- To Main Project: Project-I am Proficient in Latin
1-PROJECT SUPPORT	1-PROJECT SUPPORT: Project-I am Proficient in Latin
@ Ad Altare Dei	--
@ Cornell College - Classical Studies - Latin	--
@ http--alumni.cs.ucsb.edu...vadius-links.html.webloc	--
2-PRIMARY PURPOSE	2-PRIMARY PURPOSE: Project-I am Proficient in Latin
3-STANDARDS	3-STANDARDS: Project-I am Proficient in Latin
4-OUTCOME VISION	4-OUTCOME VISION: Project-I am Proficient in Latin
5-MISSION-CRITICAL	5-MISSION-CRITICAL: Project-I am Proficient in Latin
b. Come up with a studyi...or Latin that is reasonable	@ Computer: Design a schedule for learning Latin
d. Memorize 1000 Latin vocabulary words	@ Bathroom: Finish memorizing all of these vocabulary words (0 of 1000 complete)
6-KEY MILESTONES	6-KEY MILESTONES: Project-I am Proficient in Latin
b. Make a list of 10 other...to translate from the Latin	--
d. Finish translating Rich...e Trinitate_ from the Latin	@ Book: Translate this work from Latin to English (Book I of IV complete)
f. Find key sections of Au...memorize them if you can	--
h. Translate an important...nt from Latin into English	--
j. Get your proficiency for Latin texts up to 80-90%	--
7-DELIVERABLES	7-DELIVERABLES: Project-I am Proficient in Latin
b. Memorize key Latin ph...gustine, Anselm, Aquinas	@ Library: Pick up Theological Quotes book or reader
d. Do some exercises onli...lege studies Latin website	@ Online(<60min): Choose an exercise to do online and do it

Double-clicking the alias in your Read-Review folder took you to the project that task was connected with --> Project-I am Proficient in Latin.



# Instant Vertical Focus & Navigation



Name	Comments
<-- To Main Project	<-- To Main Project: Project-I am Proficient in Latin
1-PROJECT SUPPORT	1-PROJECT SUPPORT: Project-I am Proficient in Latin
@ Ad Altare Dei	--
@ Cornell College - Classical Studies - Latin	--
@ http--alumni.cs.ucsb.edu...vodius-links.html.webloc	--
2-PRIMARY PURPOSE	2-PRIMARY PURPOSE: Project-I am Proficient in Latin
3-STANDARDS	3-STANDARDS: Project-I am Proficient in Latin
4-OUTCOME VISION	4-OUTCOME VISION: Project-I am Proficient in Latin
5-MISSION-CRITICAL	5-MISSION-CRITICAL: Project-I am Proficient in Latin
b. Come up with a studyi...or Latin that is reasonable	@ Computer: Design a schedule for learning Latin
d. Memorize 1000 Latin vocabulary words	@ Bathroom: Finish memorizing all of these vocabulary words (0 of 1000 complete)
6-KEY MILESTONES	6-KEY MILESTONES: Project-I am Proficient in Latin
b. Make a list of 10 other...to translate from the Latin	--
d. Finish translating Rich...e Trinitate_ from the Latin	@ Book: Translate this work from Latin to English (Book I of IV complete)
f. Find key sections of Au...memorize them if you can	--
h. Translate an important...nt from Latin into English	--
j. Get your proficiency for Latin texts up to 80-90%	--
7-DELIVERABLES	7-DELIVERABLES: Project-I am Proficient in Latin
b. Memorize key Latin ph...gustine, Anselm, Aquinas	@ Library: Pick up Theological Quotes book or reader
d. Do some exercises onli...lege studies Latin website	@ Online(<60min): Choose an exercise to do online and do it

To navigate up from a sub-project to a higher-level project, just double-click the "<-- To Main Project" alias at the top of that sub-project to be taken to the main project that governs that sub-project. You can keep going up to higher levels by continuing to click the "<-- To Main Project" aliases at the top of each higher-level project until you reach the highest level project that governs them all.



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# Instant Vertical Focus & Navigation

Name	Comments
1-PROJECT SUPPORT	1-PROJECT SUPPORT: Project-I am an Outstanding Scholar
2-PRIMARY PURPOSE	2-PRIMARY PURPOSE: Project-I am an Outstanding Scholar
3-STANDARDS	3-STANDARDS: Project-I am an Outstanding Scholar
4-OUTCOME VISION	4-OUTCOME VISION: Project-I am an Outstanding Scholar
5-MISSION-CRITICAL	5-MISSION-CRITICAL: Project-I am an Outstanding Scholar
✓. Go to more philosophy conferences	✓ Completed Part
✓. I need an outlet for tal...and growing intellectually	✓ Completed Part
✓. Make time to meet wit...rial ready to be discussed	✓ Completed Part
b. Carve out more time fo...eological writing projects	--
d. Network with key peop...r synergy and motivation	--
f. Pay attention now to thi...d write on down the road	--
j. Read a difficult philosophy book once per month	--
l. Stay focused and discip...ther specialists in my field	--
m. I am Proficient in French	Waiting for you to complete sub-project: Pro...roficient in French (Started August 16, 2005)
n. I am Proficient in German	Waiting for you to complete sub-project: Pro...ient in German (Started September 18, 2005)
o. I am Proficient in Latin	Waiting for you to complete sub-project: Pro...roficient in Latin (Started November 4, 2005)
6-KEY MILESTONES	6-KEY MILESTONES: Project-I am an Outstanding Scholar
7-DELIVERABLES	7-DELIVERABLES: Project-I am an Outstanding Scholar
d. Look online for any fell...ion or for future research	@ Online: Find some websites that have som...wships, or scholarships you could qualify for
f. Write article for Spiritus journal	--
h. Write an article on the ...sts in their local churches	--
l. Sign up for good confer...and public speaking skills	@ Anywhere: Keep an eye out for good confe...proving teaching and public speaking skills
n. Write book review on _...ns to Us When we Think_.	--

Double-clicking the "<-- To Main Project" alias in "Project-I am Proficient in Latin" took you to the higher-level project it was connected with --> "Project-I am an Outstanding Scholar". Since there are no more "<-- To Main Project" aliases to click, this is the highest-level project.



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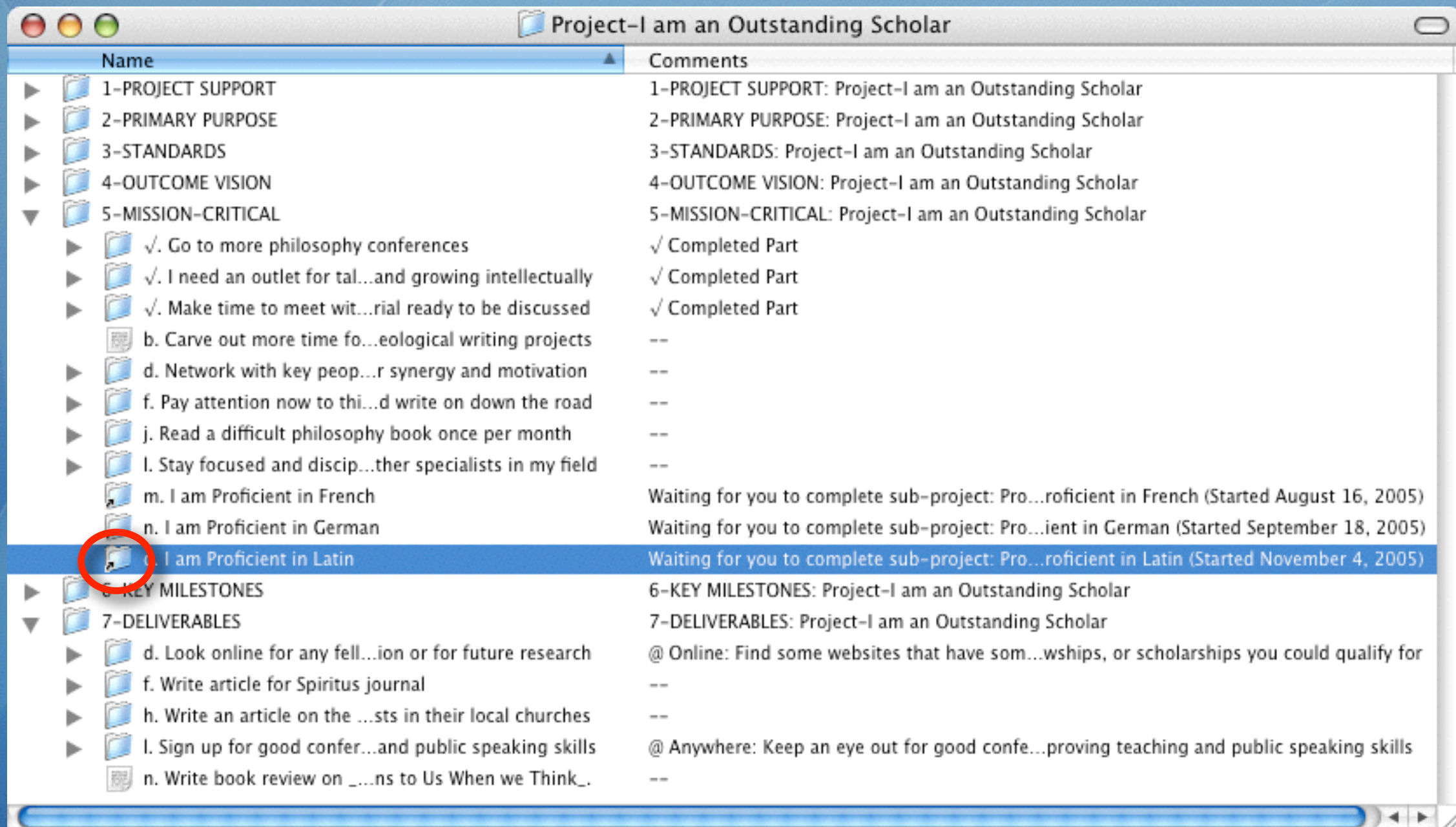
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# Instant Vertical Focus & Navigation



Name	Comments
▶ 1-PROJECT SUPPORT	1-PROJECT SUPPORT: Project-I am an Outstanding Scholar
▶ 2-PRIMARY PURPOSE	2-PRIMARY PURPOSE: Project-I am an Outstanding Scholar
▶ 3-STANDARDS	3-STANDARDS: Project-I am an Outstanding Scholar
▶ 4-OUTCOME VISION	4-OUTCOME VISION: Project-I am an Outstanding Scholar
▼ 5-MISSION-CRITICAL	5-MISSION-CRITICAL: Project-I am an Outstanding Scholar
▶ ✓. Go to more philosophy conferences	✓ Completed Part
▶ ✓. I need an outlet for tal...and growing intellectually	✓ Completed Part
▶ ✓. Make time to meet wit...rial ready to be discussed	✓ Completed Part
▶ b. Carve out more time fo...eological writing projects	--
▶ d. Network with key peop...r synergy and motivation	--
▶ f. Pay attention now to thi...d write on down the road	--
▶ j. Read a difficult philosophy book once per month	--
▶ l. Stay focused and discip...ther specialists in my field	--
▶ m. I am Proficient in French	Waiting for you to complete sub-project: Pro...roficient in French (Started August 16, 2005)
▶ n. I am Proficient in German	Waiting for you to complete sub-project: Pro...ient in German (Started September 18, 2005)
▶ <b>I am Proficient in Latin</b>	Waiting for you to complete sub-project: Pro...roficient in Latin (Started November 4, 2005)
▶ 6-KEY MILESTONES	6-KEY MILESTONES: Project-I am an Outstanding Scholar
▼ 7-DELIVERABLES	7-DELIVERABLES: Project-I am an Outstanding Scholar
▶ d. Look online for any fell...ion or for future research	@ Online: Find some websites that have som...wships, or scholarships you could qualify for
▶ f. Write article for Spiritus journal	--
▶ h. Write an article on the ...sts in their local churches	--
▶ l. Sign up for good confer...and public speaking skills	@ Anywhere: Keep an eye out for good confe...proving teaching and public speaking skills
▶ n. Write book review on _...ns to Us When we Think_.	--

To navigate back down from the highest level project, just click the various sub-projects within it and it will begin taking you back down to the lower levels of your actionable landscape – from 40,000ft ('I am an Outstanding Scholar') back down to the runway-task ('Complete this Latin lesson').



# Creating Vertical Dimensions

These vertical dimensions are created automatically any time you 'activate' a sub-project or 'Make a Sub-Project' when running the Get Clear on Projects scripts.

But you can also create vertical connections manually:

To connect a **task** in your Actionable, Read-Review, or Waiting Fors with a higher-level project, you can...

- Drag and Drop it into the Project you would like to govern it
- Or, click "Incomplete" when processing that item and typing "Connect to project" for its next action.

To connect a **project** to another project you would like to govern it, you can...

1. Drag and Drop it into the Project you would like to govern it.
2. Then choose 'Review Moving Parts' --> 'Incomplete' --> 'Rename' --> 'Make a Sub-Project'



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# Some Concluding Thoughts

Understanding the “vertical dimensions” of your actionable landscape will take some time, but it will make a world of difference to your getting things done!

It is also the key skill to master in order to advance to the “**brown belt**” in the RSD productivity report.

There are 10 belt levels in Ready-Set-Do!.

The brown belt is the 7th,  
followed by the 1st, 2nd, and “3rd degree black belt.”

To determine your current belt level, run “Generate Reports...”

For help with gaining clarity on the vertical dimensions of your projects, be sure to try out the “Show Vertical Dimensions” script in “9. Make Action Lists...”



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# Congratulations!

## You completed the Ready-Set-Do! Sub-Projects Tutorial

Return to this Sub-Projects Tutorial when you need to be reminded of how to maintain “vertical focus” on your commitments and obligations.