

Ready-Set-Do!

Projects

Tutorial



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



Send to Paper

Getting to Know Your Projects



PROJECTS

Where you define, clarify, organize, and get clear on all of your more-than-one-step actionables.



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



Send to Paper

How to Create a Project

Projects are created in one of the following ways:

1. Manually – by simply making a new folder “Command-Shift-N”, naming it, and putting it into this Projects folder.
2. Automatically – when running the “Get INBOX to Empty” script based upon key words that designate projects (e.g. Finish, Setup, Implement, Publish, Design, etc.)
3. Automatically – Any time you press “It’s a Project” when running the “Get INBOX to Empty” script.



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



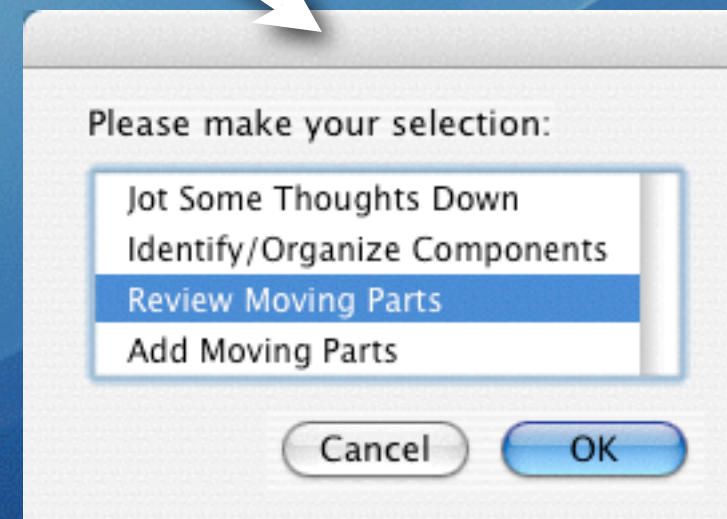
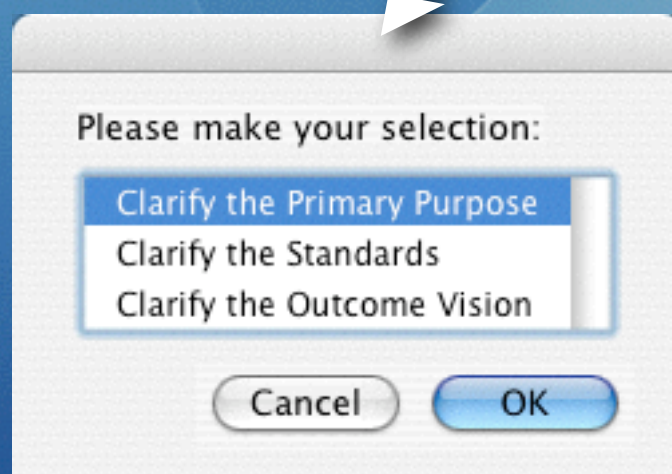
Send to Paper

"More Clarity" or "More Action"?

Projects are clarified first by prompting you for whether you need "More Clarity" or "More Action" on a particular project.



Next - Takes you to the next project if there is one.



If elements have already been defined, you will only see those you have yet to define. If the project is a new project, you will be asked if you want to get clear on all of its components, and will instead be walked through each of these elements.



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



Send to Paper

Getting Clear on Your First Project

Let's see how this works by creating a new project:

1. Open your "Projects" folder.
2. Do "Command-Shift-N", name the folder "Finish learning how to use Ready-Set-Do!"
3. Now look at your dock. There should be two droplets there, one of which is called "Get Clear on Projects (Droplet)."
4. Take the folder you just made and drag it onto this droplet.
5. This will activate the script and you will be prompted to clarify its components.
6. The script will recognize this as a new project, but instead of clicking "Yes" to get clear on everything, click "No." This will allow you to do each element yourself rather than all-at-once.
7. Now choose "More Clarity."
8. Then make your selection and jot down what seems appropriate.
9. Each time you are done you will be asked again whether you want more clarity or more action on the project. To get out of this, simply choose "Next."
10. The script will then begin "updating" your projects. Wait for this to complete before moving on.



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



Send to Paper

Getting Clear on Your First Project

Now let's go see what happened!

There should be newly created folders in this folder now, so open your Projects folder, and then open the project you made "Finish learning how to use Ready-Set-Do!"

All projects receive a prefix to their name "Project-"
And all projects gain a folder called "1-PROJECT SUPPORT"

If all you did was clarify the primary purpose, then you only see...
1-PROJECT SUPPORT
2-PRIMARY PURPOSE

If you clarified more, there are these other folders as well...
3-STANDARDS
4-OUTCOME VISION
5-MISSION CRITICAL
6-KEY MILESTONES
7-DELIVERABLES

These are the 7 folders any moving project will contain once you have clarified all of its components.



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



Send to Paper

Getting Clear on Your First Project

Once all components of a project have been clarified and organized you should see something like this when you open that project's folder:

The screenshot shows a hierarchical folder structure for a project titled "1-PROJECT SUPPORT: Project-Become Proficient in French". The folders are organized into numbered sections:

- 1-PROJECT SUPPORT
 - Articles to Translate
- 2-PRIMARY PURPOSE
 - Of utmost importance
 - The primary purpose
- 3-STANDARDS
 - Made sure to acquire
 - Made sure to be dis
 - Made sure to have a
 - Made sure to memo
 - Made sure to practi
- 4-OUTCOME VISION
- 5-MISSION-CRITICAL
 - a. Finish Book
 - b. Write down a top
- 6-KEY MILESTONES
 - a. Be able to quote the French alphabet in less than 30 seconds
 - b. Learn paradigms such that you could quote to anyone who asked
 - c. Memorize all 1000 French Vocabulary words in box
 - d. Write down a list of the ...e difficult tasks of this project
 - n. Feel comfortable about teaching intro course in French
- 7-DELIVERABLES
 - a. Learn impeccable pronunciation in French

Annotations on the screenshot:

- A yellow box highlights the "6-KEY MILESTONES" folder and its contents.
- A yellow box highlights the "b. Learn paradigms such that you could quote to anyone who asked" item.
- A yellow box highlights the "a. Be able to quote the French alphabet in less than 30 seconds" item.
- A yellow box highlights the "a. Finish Book" item.
- A yellow box highlights the "b. Write down a top" item.

Tip: To quickly see long file names hold down "Option" key and run cursor over the name

If using 10.5 or above, press the spacebar to activate "Quicklook".

What each of these elements mean will now be explained...



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



Send to Paper

What Each Project Element Means...

Let's gain some clarity now on what each of these elements in your project means:

1-PROJECT SUPPORT – All parts of a project begin here. Think of this as a kind of “Inbox/Reference” folder for each project. It's main purpose is to store all of the non-actionable project-support materials for the project. Actionable elements will begin here at first but you will be prompted to move those items into their appropriate folders (i.e. Mission Critical, Key Milestones, Deliverables). This happens whenever you select “Identify/Organize Components.”

2-PRIMARY PURPOSE – Where the primary purpose of the project is defined.

3-STANDARDS – Where standards and expectations for the project are clarified.

4-OUTCOME VISION – Where the successful outcome vision is described.

5-MISSION CRITICAL – Actionable components most critical to the project go here, organized by priority.

6-KEY MILESTONES – Actionable components that require sequence go here, organized by sequence (first do this, second do this, etc.).

7-DELIVERABLES – Actionable components that are not key milestones or mission-critical go here, organized to required degree.



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



Send to Paper

Getting Clear on Your First Project

Identify/Organize Components

The screenshot displays a project management application with a central dialog box and four project windows. The dialog box, titled 'CLARIFY & ORGANIZE', instructs the user to search the 'Project Support' file for actionable elements and drag them into 'Mission-Critical', 'Key Milestones', or 'Deliverables'. It features 'Incomplete' and 'Complete' buttons. Four white arrows originate from the dialog box and point to the 'Mission-Critical', 'Key Milestones', and 'Deliverables' windows. The 'Project Support' window on the left contains one item: 'Die Dunkle Nacht'. The 'Mission-Critical' window contains three items: 'a. Practice German pronunciation for your iPod to listen to', 'b. Memorize 1000 German vocabulary words', and 'c. Start thinking in German'. The 'Key Milestones' window contains five items: 'a. Purchase German vocab cards', 'b. Come up with a list of ...te from German to English', 'c. Be able to quote the Ge...igms to anyone who asks', 'd. Make a list of 10 thing...uld like to read in German', and 'e. Translate von Harnack ...le from German to English'. The 'Deliverables' window contains three items: 'a. Sift a few indexes of au...ords and memorize them', 'b. Find a book or article o...ms in theological German', and 'c. Ask professors what th...encounter in the literature'.

----- CLARIFY & ORGANIZE -----

Search the Project Support file for any actionable elements and drag them into Mission-Critical Components, Key Milestones, or Deliverables

Incomplete Complete

1-PROJECT SUPPORT
1 item, 1.15 GB available

Name	Comments
Die Dunkle Nacht	--

5-MISSION-CRITICAL
3 items, 1.15 GB available

Name	Comments
a. Practice German pronunciation for your iPod to listen to	@ Online: See what you ca...n (look for native spea
b. Memorize 1000 German vocabulary words	Waiting for you to purchase German vocabulary ca
c. Start thinking in German	--

6-KEY MILESTONES
5 items, 1.15 GB available

Name	Comments
a. Purchase German vocab cards	--
b. Come up with a list of ...te from German to English	--
c. Be able to quote the Ge...igms to anyone who asks	@ Home: Practice memorizing the German paradig
d. Make a list of 10 thing...uld like to read in German	--
e. Translate von Harnack ...le from German to English	@ Home: Get your dictiona...le from German to Eng

7-DELIVERABLES
3 items, 1.15 GB available

Name	Comments
a. Sift a few indexes of au...ords and memorize them	--
b. Find a book or article o...ms in theological German	--
c. Ask professors what th...encounter in the literature	@ Online: See what is available online in books for

When identifying and organizing project components, you are asked to drag and drop any actionable elements into either Mission-Critical, Key Milestones, or Deliverables.



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



Send to Paper

Getting Clear on a “Real” Project

Now let's get serious for a second and work with a project that really matters to you right now:

1. If you don't already have a project like this in your Projects folder, make a new one – Command-Shift-N, name it something appropriate, and let's get clear on all of it's components so you can see how this works. Take this seriously though! No making things up to see how the scripts work. Now's the time to see if these scripts can be trusted with the things you care about the most.
2. Take the project you just made now, and drag it onto the “Get Clear on Projects (Droplet)” in your dock. (Side Note: To get clear on a few projects, simply Command-Click each project and drag them all onto this droplet).
3. It will be recognized as a “new” project. Click “Yes” to get clear on all of its components.
4. This is going to take a good 10 minutes or so, but it will be worth it. Just go through everything you are instructed to do.
5. Once you are brought back to “More Clarity” or “More Action” – click “Next” and wait for the Update Projects script to complete.



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



Send to Paper

Getting Clear on a “Real” Project

Excellent! Isn't it great to see how much clarity this gives you on a project you care about? No doubt you are probably already thinking about something you can do on it right now, but hold that thought.

Now it's time to show you the special relationship between your “Projects” folder and the rest of the folders on your desktop:

1. Go open the folder of the project you just made and see what happened.
2. There should be 7 newly created folders each of which contains the elements you just specified.
3. Now, we want to keep your Projects folder “sacred.” This is your sanctuary for clarifying and organizing. You don't want to be using it to “do” things. Why? Because that's what your Actionable folder is for! Actionable Chunks go to Projects to get broken down into Actionable Bits (which is what you just did for your project). And Actionable Bits are the one-action items with their corresponding next actions attached to them that you do as soon as you can. These go to Actionables to do.
4. So, to keep your Projects folder “sacred,” there is a special relationship created with the rest of the folders on your desktop...



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



Send to Paper

Relationship: Projects & Actionables

That special relationship consists of the following:

5. Any time you specify the "next action" for a project component, an alias file to that component is automatically created and sent to the appropriate folder on your desktop. (Collectively these other folders are called your "Active System.")

- @ Phone: Call Jim about these portfolios -- alias made in "Actionable" folder
- Waiting to receive this package (ordered online 10/11/05) - alias made in "Waiting For" folder
- @ Book: Read Part III: Create Structures that Work - alias made in "Read-Review" folder

6. How does one specify the "next action" for a project component? There are two ways to specify next actions for project components:

- Manually - by going to that component inside of the project, doing "Command-i" or File menu --> "Get Info," and setting its comment to something like "@ Errands (Office Store): Purchase this file cabinet" or "Waiting for..." or "@ Book:..."
- Automatically - by choosing "More Action" --> "Review Moving Parts," clicking "Incomplete" and then specifying the next action for that component.

7. If you leave the comment for any project component blank (or that item's comment is "✓ Completed Part"), no alias to your Active System will be created. This is important to remember: If there are parts of your project you don't want in your active system, simply leave their comments fields blank. If you do want them in your active system, then specify their next action in their comments fields.



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



Send to Paper

Specifying "Next Actions" for Projects

Let's see how this works with your "Real" project you just clarified.

1. Open your "Projects" folder.
2. Now drag your "real" project back onto the "Get Clear On Projects (Droplet)."
3. Choose "More Action."
4. Then select "Review Moving Parts" and click "OK".
5. You will now review each project component.
6. If the component is something you want registered in your Active System, click the button "Incomplete" and specify the next action by location context:
 - @ Phone: Call Jim about these portfolios -- alias made in "Actionable" folder
 - Waiting to receive package (ordered online 10/11/05) - alias made in "Waiting For"
 - @ Book: Read Part III: Create Structures that Work - alias made in "Read-Review"

*If asked about a sub-project, press "Incubate" (sub-projects will be handled later).
7. If the component is something completed, choose "Complete" and "✓ Completed Part" will be written to the comment for that component.
8. After you have gone through each project component, choose "Next" and wait for the Update Projects script to complete.



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



Send to Paper

Specifying “Next Actions” for Projects

Now let’s go see what happened!

Open your Actionable folder and look inside.

You should see some new aliases located there with the name of each of the project components whose next actions you specified.

If you specified any next actions for project components as “Waiting for...” or “Keep until...” or “@ Book” or “@ Read-Review” you will find those aliases in their appropriate folders.

Reminder: If you leave the comment for any project component blank (or that item’s comment is “✓ Completed Part”), no alias to your Active System will be created. This is important to remember: If there are parts of your project you don’t want in your active system, simply leave their comments fields blank. If you do want them in your active system, then specify their next action in their comments fields.



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



Send to Paper

Keeping Your Projects Folder "Sacred"

Here are the advantages of this approach:

1. All "Doing" in One Place: The only time you look at your Projects folder is to Clarify & Organize things (i.e. to get things moving forward), not to "do" any next actions from this folder. This keeps all of your "doing" in one place --> your Actionables.

2. Quick Access: Alias files are conveniently linked to the original item in your Projects folder. Should you need immediate clarity on an item or to know an item's location in its project, you just double-click the alias in your Active System and it will immediately take you to the original in your Projects folder.

3. Any File-Type: Alias files can be made for any item for any file-type. It doesn't matter whether it is a document made with Microsoft Word, a text file made with TextEdit, a movie made with iMovie, or a score made with Garageband. All items anywhere in your system of whatever file-type can have alias files made to their originals in your Projects folder.

4. Disposability: Alias files are "disposable" since all they do is serve as temporary and convenient links to the important file located elsewhere. Hence when you "Complete" a project component -- which happens to be an alias -- the alias file will be deleted and the comment for the original item in your Projects folder will be changed to "✓ Completed Part."



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



Send to Paper

First Time Clarify – Next Time Review

The first time you clarify the elements of a project, new folders are created in the appropriate places based upon your input. This works (as you've no doubt discovered) like the "Empty Your Head" script by simply creating new items until you leave the text blank and click "Done."

Any time after that, you are simply asked to review the elements of the project that you already defined along with a blank text box to write down anything new that comes to mind. All new items are sent to the "1-PROJECT SUPPORT" folder for that project to be processed later.

If you type anything new after reviewing the Purpose, Standards, and Vision of the project, this activates "Identify/Organize Components" and you are prompted to drag actionable items just noted to their appropriate places.

Unlike this first time clarify – next time review feature of "More Clarity," the "More Action" list will always remain the same. To see how this works, take the "real" project you just finished clarifying and drag it onto the "Get Clear on Projects (Droplet)" again.

Now when you choose "More Clarity" you are only asked to review what you've already defined.



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



Send to Paper

First Time Clarify – Next Time Review

----- CLARIFY & ORGANIZE -----

2-PRIMARY PURPOSE
[The primary purpose of this is for me to be able to read articles and books in German for my dissertation and future scholarship]

Write any new thoughts here:

Incomplete Complete Next

“More Clarity”
when elements have been defined already
you are prompted to review for any new thoughts

Sends to “1-PROJECT
SUPPORT” folder for the
project.

“More Action” --> Review Moving Parts

----- CLARIFY & ORGANIZE -----

7-DELIVERABLES
[a. Sift a few indexes of authors who write in German for jargon words and memorize them]

Incomplete Complete Next

----- CLARIFY & ORGANIZE -----

What's the next physical action for [a. Sift a few indexes of authors who write in German for jargon words and memorize them]

of [Project-I am Proficient in German]?

(Example - @ Book: Read thru chapter one)

Rename Delegate To OK

Incomplete – (Re)-Specify Next Action

Complete – “✓ Completed Part” to comments

Next – Moves to next item in the folder

a. Sift a few indexes of authors who write in German for jargon words and memorize them ✓ Completed Part



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



Send to Paper

Tips for Getting Clear on Projects

1. The "4. Get Clear on PROJECTS" script in Ready-Set-Do! folder of your dock will force you to get clear on ALL of your projects. Only use this script when you want to clarify all of your projects.
2. If you only need clarity on a FEW projects, open your Projects folder, Command-Click each of the projects you want clarity on, and drag them to the "Get Clear on Projects (Droplet)" in your dock.
3. How do you add new items to a project? There are four ways:
 - Manually —
 - (i) Open the project in your Projects folder, do "Command-Shift-N" to make a new item.
 - (ii) Drag and drop an existing item into the "1-PROJECT SUPPORT" folder for that project (Note: If you miss this folder don't worry, it will automatically be put there for you the next time the Updating Projects script is activated)
 - Automatically —
 - (iii) Drag the project onto the "Get Clear on Projects (Droplet)" in your dock and select "More Action" --> "Add Moving Parts" or "Jot Thoughts Down."
 - (iv) "Empty Your Head" to your Inbox --> "Get INBOX to Empty" --> Choose "Non-Actionable" --> "Projects" --> and select the project you want to add that item to.



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



Send to Paper

Making Project Detail

Now that you have done all of that hard work in clarifying your “real” project, let’s reward yourself with easy access to that information. Afterall, you probably are not going to be at your computer all of the time to look at it.

So let’s Make the Project’s Detail into a file you can print out for handy reference...

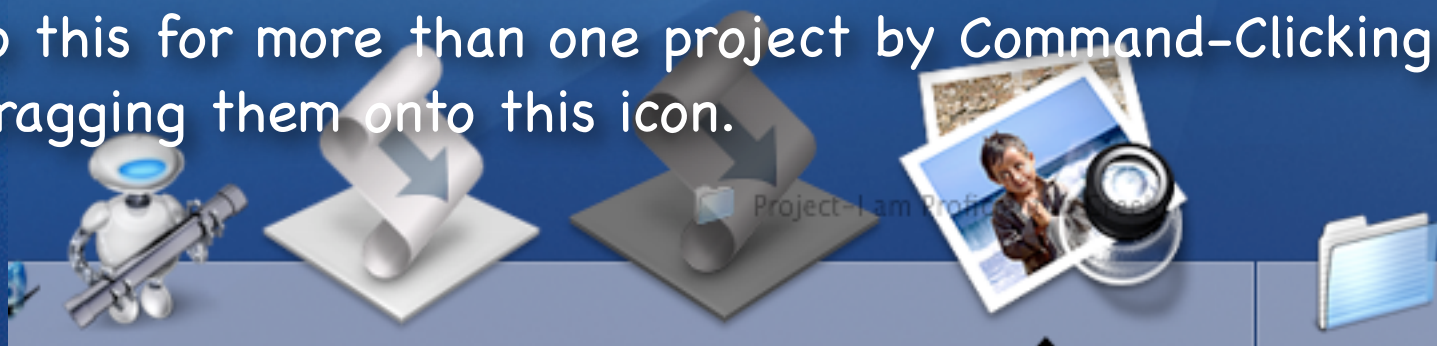
1. Open your “Projects” folder.
2. Locate the “Make Project Detail (Droplet)” in your dock.
3. Drag and Drop your “real” project onto the “Make Project Detail (Droplet).”
4. Wait just a second or two, and there you have it!
5. Now (if you wish), go ahead and print it out on your printer so you can keep it with you.

Alternatively...

- You can save the file as “Plain Text” and port it to your handheld PDA if your PDA can import text files (i.e. You can put it on your Palm, or iPod, etc.)

Make Project Detail (Droplet)

- You can do this for more than one project by Command-Clicking the projects and dragging them onto this icon.



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



Send to Paper

Droplet Easter Eggs

What good is a script set without a few easter eggs?

Though the Project Droplets are primarily designed to only be used by dropping projects on them, each one can also be "clicked" in order to accomplish further tasks...

Get Clear On Projects (Droplet) --> Add thoughts to a project.
Use this whenever you have an idea related to a project in your Projects folder.

Add Thoughts
to Projects



Get Clear on Projects (Droplet)



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



Send to Paper

Droplet Easter Eggs

Make Project Detail (Droplet) --> Refresh projects by running the updating projects script. You shouldn't have to worry using this if you run "4. Get Clear on PROJECTS" or drop projects on the "Get Clear on Projects (Droplet)" since these scripts run the updating projects script automatically for you. But if you prefer not using the Get clear On Projects scripts and you make manual changes to next actions instead (i.e. Command-"i" or "Get Info"), clicking this droplet ensures aliases in your active system match the comments of their originals in your Projects folder.

Refresh
Projects



Make Project Detail (Droplet)



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



Send to Paper

Congratulations!

You finished the Ready-Set-Do!

Projects Tutorial

Mastering the skill-set necessary for staying on top of your Projects is the most 'involved' of the GTD habits but just remember that there used to be a time when you thought the same about getting your INBOX to empty.

Return to these tutorials as needed to discover new ways for improving your workflow.



INBOX



CALENDAR



ACTIONABLE



PROJECTS



WAITING FOR



READ-REVIEW



TICKLER



REFERENCE



Send to PDA



Send to Paper