# INCOMPLETION TRIGGER LIST

**What do you have attention on? Professional**

**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, e-mails, voice mails, 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

**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 organizers

**Sales**

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

**Marketing/promotion**

campaigns, materials, public relations

**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

Appendix i

289

**INCOMPLETION TRIGGER LIST**

**What do you have attention on? Personal**

**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

**Communications to make/get**

calls, e-mails, faxes, cards, letters, thank-yous

**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, DVD, appliances, entertainment, filing, storage, tools

**Leisure**

books, music, videos, travel, places to visit, peo­ple to visit, web surfing, 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 purge, cleaning, organizing, storage areas

**Health**

support and maintenance, 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, malls, gifts, office supply, groceries

**Community**

neighborhood, neighbors, service work, schools, civic involvements