Respect your calendar; organise your tasks by context.

Start simple

Use only a few contexts at first and add extra ones as needed. Don't feel you have to use the sample contexts.

Choose contexts that match your own lifestyle and working environment.

You may split contexts, e.g.:

Agenda—Boss
Agenda—Team
Agenda—PA
Agenda—Job share

You might also join some contexts together—e.g. @Phone, @Office, @Computer might all be simply listed as "Actions".

Hint: Everyone probably needs a "Waiting For" for work and home life.

Identify your contexts

Work	Personal
Waiting For	*Waiting For*

SAMPLES

WORK SYSTEM
- Waiting For
- Agenda – Boss
- Agenda – Team
- Desk – Calls/Email
- PC – Creative Writing
- iPad
- Headspace
- Braindead
- Projects

PERSONAL SYSTEM
- @Waiting For
- @Supermarket
- @Garden Centre
- @Home
- @Calls/Emails
- @Boat

CALENDAR VS. TASK LIST

Like the task lists, the calendar is just another list of commitments (date and time specific sorted chronologically).

Respect your calendar; place items on this list that must be done on a specific day and/or at a specific time.

This includes meetings, appointments and events. This is the hard landscape of your day and week.

Should you use your calendar for tasks?

There is a strong benefit to putting *some* tasks onto your calendar; it raises awareness and commitment of these actions.

However, putting all tasks on the calendar, because it's the only part of our system that we trust, will lead to double-booking and continual re-scheduling. Instead, build trust in your task system by checking it frequently.

CONTEXTS VS. PROJECTS

Some ask whether they should filter, group and sort their tasks by context **or** by project.

Ideally, both! There are plenty of tools that will allow you to categorise a task by both its context and the project it relates to.

That way, when you want to focus on a project, you can see all the relevant tasks. Equally, when you go in for a meeting with your boss, you can see all things you want to discuss, even if they are across multiple projects.

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