

# Module 2 Checklist

## Back @ the Desk

### Paper and Digital

- Continue to refine, revise or set-up your containers
- Continue to purge and prune all your working information and store in appropriate places \*
- Continue to purge and prune all your reference information and store in appropriate places \*

### Process your Backlogs

- Continue processing any backlogs in your paper and digital worlds by practicing the PEP workflow practice of **Do it Now** or **Decide Now**.

### Do it Now

- If it is less than a 10-minute task, do it immediately
- File or delete the item once the task is completed

### Decide Now

- Diarise when you will do it and store the materials in the appropriate place e.g. Work to Do Later for your own work or in the appropriate working file for the project or key responsibility
- Develop it and move progressed documents back into the places you are using for your projects and key responsibilities
- Delegate it or organise a meeting to discuss, and store the related materials in the appropriate place e.g. Speak to People if you are meeting with someone or Work to Do Later for your own work, Waiting on Others or perhaps the relevant working file
- Deposit it in the appropriate place if you are keeping the item. If it is current and active, store it in a working container. If you still need access to it, store it in a reference container. Create a place if you do not yet have one
- Deposit it in an archive file if you never expect to use it again but must keep it for legal or policy reasons
- Discard/Delete it if you no longer need it

### Create the conditions to allow you to work best

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Do it routinely by batching it with other like items and setting aside time to do the work

\* In a way that meets the requirements of your organisation's information management system.