

Workflows

Our lives are full of 'Workflows' of various sorts from the simple every day tasks through to the more complex tasks we undertake from time to time.

Using your planner to help you organise and complete these workflows can be a boost to your productivity.

This episode might be the first of a few on this topic.

If you have ideas for future episodes, please send them to [steve at philofaxy dot com](mailto:steve@philofaxy.com)

Show Notes (timings approximate)

00:00 - Introductions.

01:30 - [Setting up a GTD planner.](#)

02:30 - What is a Workflow?

06:00 - Lifeflow, using of your planner as the hub.

07:30 - Sections/Tabs for your GTD planner.

09:00 - 'In Box'.

11:30 - Planner Section.

13:00 - Agenda Section.

14:00 - Actions/To Do Section.

15:00 - Reference/Contact Section.

23:00 - Table of Contents.

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