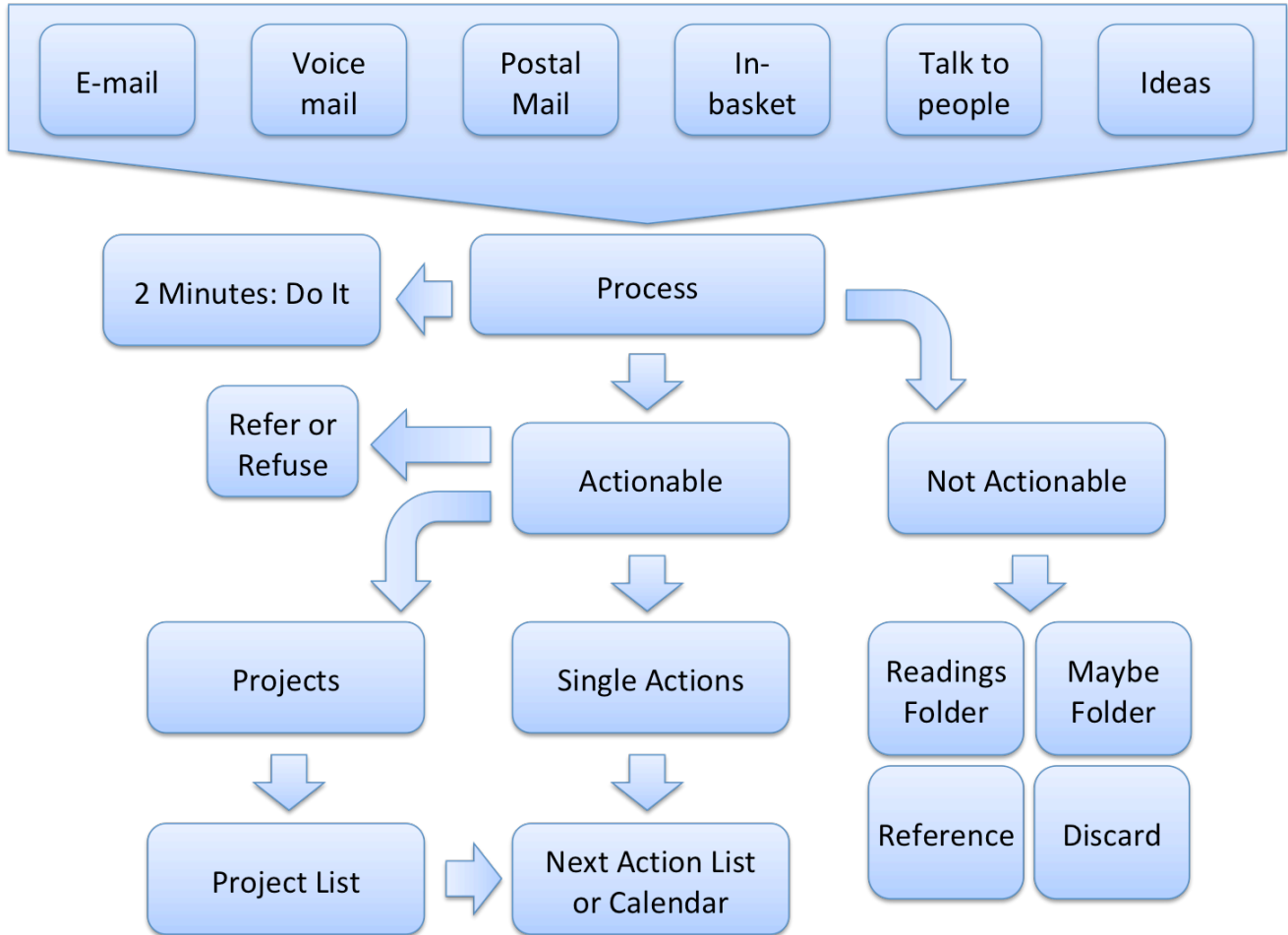


Process Flow

The Creating Time system strongly suggests that you have a system for organizing your stuff – all the information that comes in, and all the things you have to do. This process flow begins with inputs (e-mail, voice mail, etc.), and takes it through a series of steps that help the input to arrive at the right place.



Acknowledgement: based in part on David Allen's *Getting Things Done*