

ONE CARD PER PROJECT

I write the name of the project at the top in Sharpie, with key to-dos and reminders underneath. Typically it's just the Next Action.

I keep a stack of blank cards on my desk, and make a new card any time a new project shows up. I've been grabbing a blank card instead of my usual post-it note. It takes the same time, and now it's a live card.

I currently have 32 projects. I have instant access to any of them, it's easy to group, prioritize, overview, add notes, and it takes up minimal space. It's a super light-weight and flexible system.

ON DECK

The projects I will pick from first when the daily stuff is done, or when there is down time.

DONE

Handy for billing, month-end reports, or just because some things that are "done" can come back.

LATER

Things I know I want to do soon, but not urgent yet. It just keeps them in the wings. Easy to add an idea, or move up in priority.

WAITING FOR

I put active project cards here when I'm waiting for someone else to do something before I can keep going.

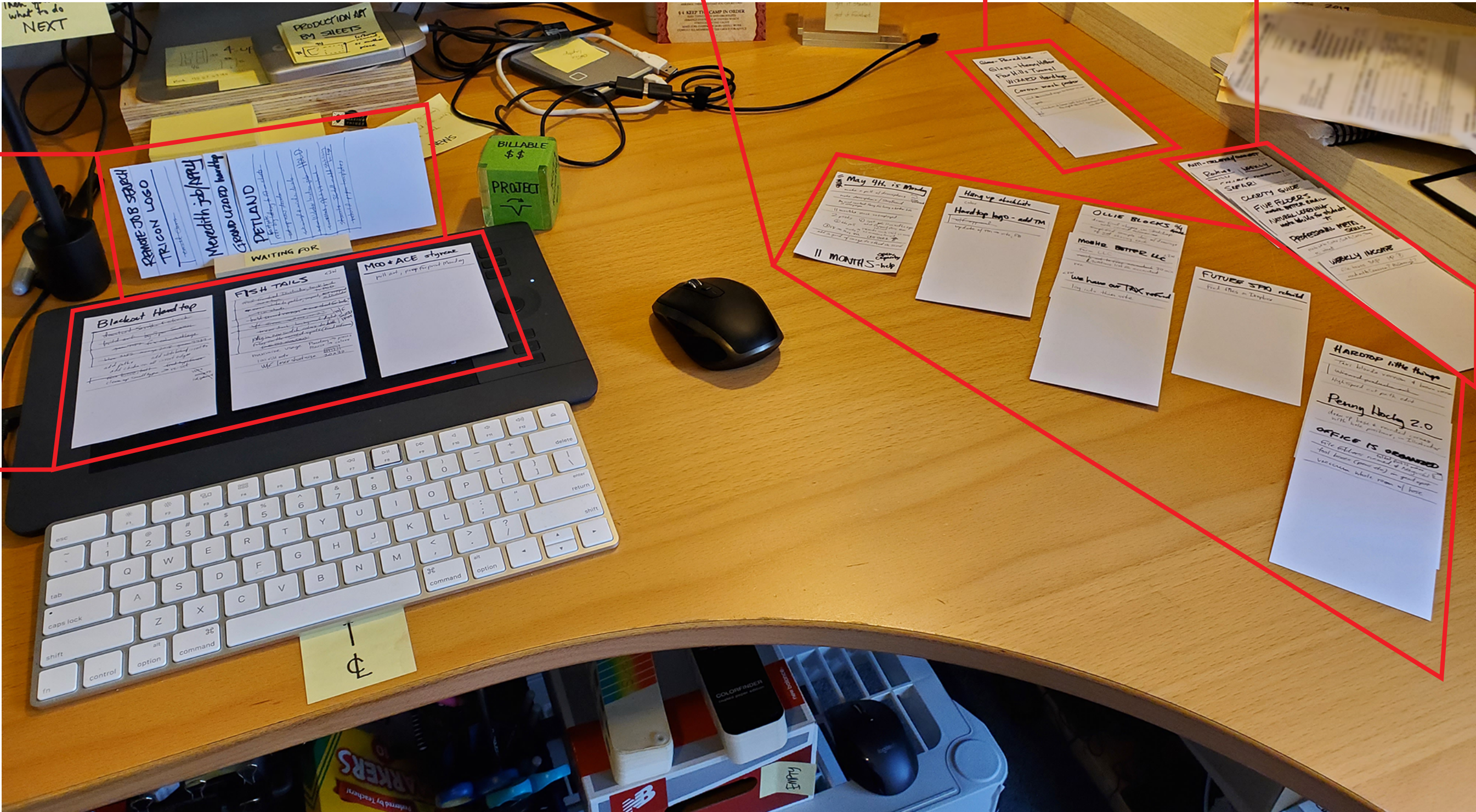
I put the card sideways into a little slot I cut in a scrap of wood. It's out of the way, and easy to move to TODAY or ON DECK if I get what I was waiting for. They are also a handy reminder to followup if needed. Because they are sideways, I tend not to see them unless I look right at them.

TODAY

I usually pick these cards the night before, and they can change any time. There are easy to swap in or out or reprioritize.

TRANSPORT

If I needed to work at a different location, I would make five colored separator cards, one for each status (Today, Waiting For, On Deck, Later, and Done). Then I would gather them in one stack, and quickly spread them back out at my new location.



NOTE: I have lots of supporting paper documents in manilla folders, computer files in folders, emails, cloud storage, web apps, and tons of reference and archive materials. The cards do not replace all that. I ONLY USE THESE CARDS TO EASILY MANAGE WHAT TO WORK ON NEXT.

Simple project management using index cards

Scott Moehring, [www.moehrbetter.com](http://www.moehrbetter.com)

This was inspired by the paper "flight progress strips" used by the London Air Traffic Control Centre. The paper strips provide essential speed, flexibility, organization, and visual feedback that is simply more difficult when using just their sophisticated computer systems.