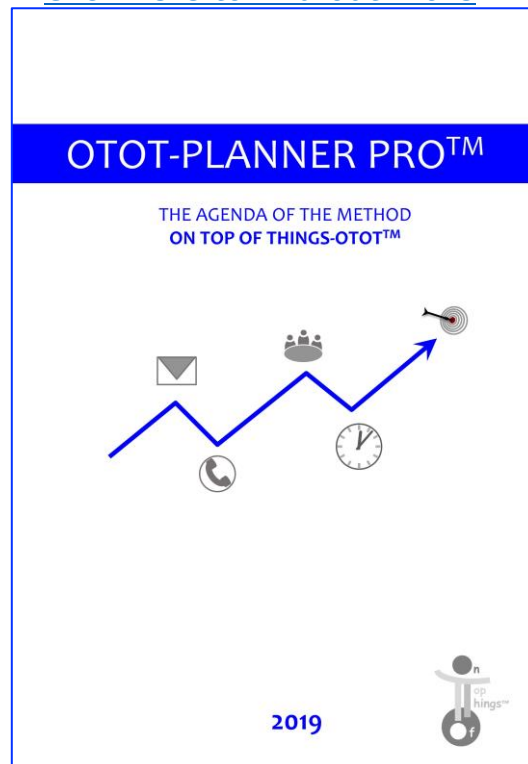**ON TOP OF THINGS-OTOT^{TM}** is an **organization method** based on a specifically designed agenda: **OTOT PLANNER PRO^{TM}**.

It identifies the typical problems of modern work activities, presenting solutions, and provides a methodology to face daily duties in an orderly and systematic manner.

Consequently, it enables to attain a sensible **negative stress reduction** and a significant **performance improvement**.

STRESS   **PERFORMANCE**

ON TOP OF THINGS-OTOT^{TM} is the result of several years of development, field practice and continuous improvement.

The method is based on a **3 step sequence**:

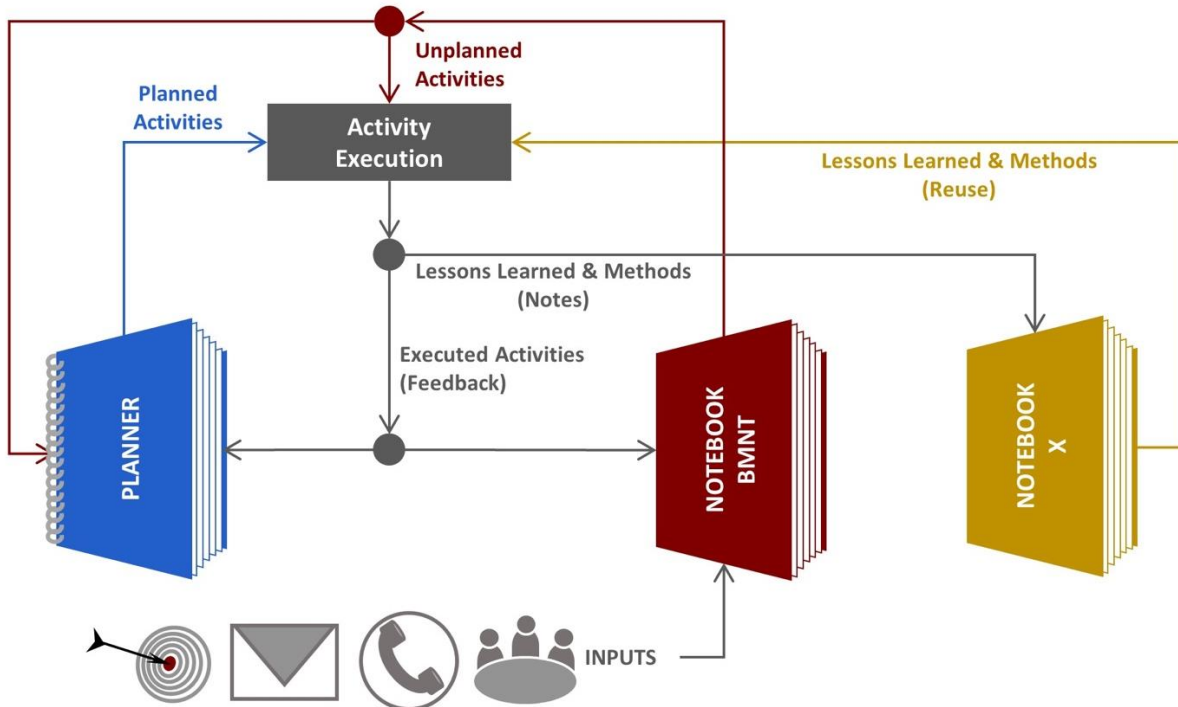**RECORD** ▶ **PLAN** ▶ **EXECUTE**

It just uses **3 tools**:

- Notebook BMNT, a common notebook with square grid or white pages, used for taking notes, including the recording of incoming duties
- The method's agenda, the already mentioned **OTOT PLANNER PRO^{TM}**

- Notebook X, again a plain notebook with square grid or white pages, used for recording the *Lessons Learned*.

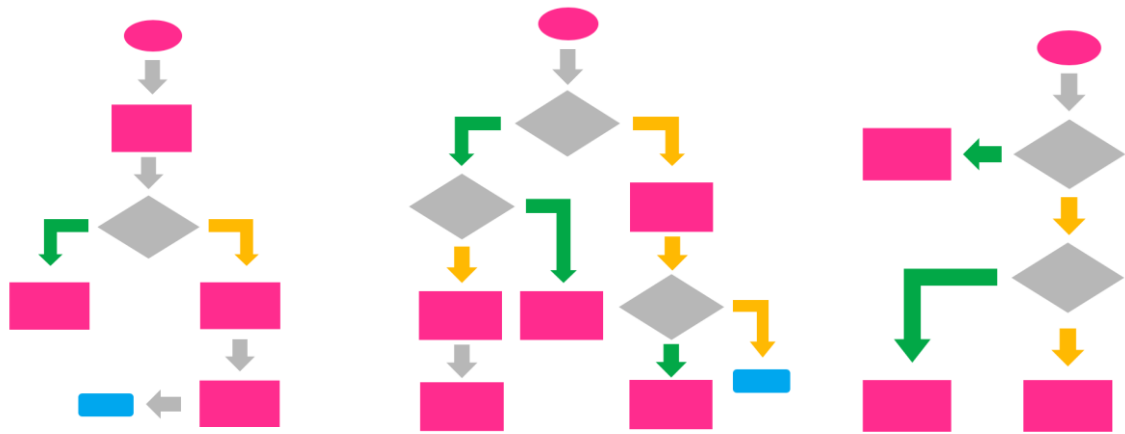The Tools are used in a coordinate manner to generate a *smooth operation.*

Incoming tasks are rapidly recorded in Notebook BMNT, to be, with few exceptions, evaluated and planned later, in specific moments, using a simple yet powerful methodology.

The method incorporates a structured approach to the learning process, harmonizing it with the overall workflow. In this way it prevents your personal growth from interfering with your daily priorities, but also to be completely neglected in favor of the latter.

ON TOP OF THINGS-OTOT^{TM} is based on a few supporting principles, named **PILLARS**, which can be implicitly deduced as remedies to some typical wrong behaviors that, although natural, tend to reduce our ability to keep things under control, as well as effectiveness and efficiency in performing tasks.

The principle of **Tailored Management** is particularly important.
It entails a categorization of daily duties into different typologies.
For each typology of duty specific rules are provided.
This aspect guarantees a more targeted and effective processing.

Specific rules for each duty typology

The categorization of duties is enabled by the structure **OTOT-PLANNER PRO™** that consists of dedicated **sections** and **fields**.

ON TOP OF THINGS-OTOT™ makes use of a particular **coding system** based on a **color code** and a specific **symbology**.

F: R: D: => * @ n# ...

The **coding system** has a double purpose: to make information as clear and concise as possible, and to make the method enjoyable and pleasant at sight.

ON TOP OF THINGS-OTOT™ is fully described in the book **"On top of things: winning is a matter of organization"**.

Click here to find out more

"You can do anything you decide to do. You can act to change and control your life; and the procedure, the process is its own reward."
Amelia Earhart