



**GIMBAL**  
LEAN PRACTICE MANAGEMENT ADVISORS

## Gimbal's LeanLegal™ Tips

We came across this tip from [Jamie Pennington](#) recently: Take control of your inbox.

Your inbox isn't your to-do list, it's somebody else's to-do list for you. To regain control, create your own list. When you get emailed a task, move it to your own to-do list. Review the whole list before deciding what to work on next.

We've experimented with a variety of to-do list and project management apps. We like [Trello](#). It's easy to use, allows us to create to-do lists by project, and share those lists among project team members.

Drop us a line and tell us what to-do list tools you find most useful.

We look forward to continuing the conversation.

Thank you.

Karen Dunn Skinner & David Skinner  
Gimbal Canada Inc.

(p.s. We are travelling next week, so you may not hear from us again until the week of November 6.)