

Time Management Fundamentals

Worksheet

This worksheet will help you identify all the gathering points in your life. Gathering points are physical locations where you gather *unprocessed* items. These items include mail, emails, tasks, to-do's, ideas, busy work, assignments, projects, reminders and more. *Unprocessed* means you haven't clearly decided yet 1) **What** to do with it 2) **When** you are going to do it and 3) **Where** it's home is.

For each type of gathering point, write a number representing the total number of *all* gathering points where you currently have "stuff." For instance, if you have three different voicemail boxes, write the number "3" next to "Voicemail Boxes."

3	Voicemail [Count 1 for each account]
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Once you have completed each row, tally up your numbers and write the sum in the "Total" box. The "Target" box is to help you set a goal for the number of gathering points you would like to achieve

#	Gathering Point	#	Gathering Point
	Areas in Car (Glove box, each seat, trunk, etc.)		Office Physical Boxes (In, out, etc.)
	Assistants (Spouse, secretary, co-workers)		Other
	Calendars (Paper, digital, Outlook, etc.)		Other Office/Work Areas (Storage, etc.)
	Clothing Pockets		Outside Home Areas (Garage, shed, yard, etc.)
	Computer Desktop Screen		Paper Notepads (Business, Personal, etc.)
	Computer Task List (Outlook, Spreadsheet, etc.)		Paper Task Lists, To Do Lists, etc.
	Contact or CRM Software (ACT, Goldmine, etc.)		PDA Task List (Palm, Pocket, PC, etc.)
	Desk Areas (Each spot, under, inside, etc.)		Post it Note "Posting" Areas [1 for each area]
	E-mail Inbox [Count 1 for each account Inbox]		Scraps of Paper (Receipts, napkins, etc.)
	Filing Cabinets [If used for unprocessed "stuff"]		Text Messaging (Phone, MSN, Yahoo, etc.)
	Floor Areas [Both office and home]		Voice Recorder [If used for tasks, ideas, etc.]
	Home Areas (Kitchen table, fridge, boxes, et		Voicemail [Count 1 for each account]
	Home Desk Drawers		Wallet/Purse/Planner/Briefcase Pockets
	Home Physical Boxes (In, out, whatever, etc.)		Whiteboard/Corkboard [If used for tasks, etc.]
	Office Desk Drawers		Your Mind [Count as 1]
	Subtotal		Subtotal
			Total
			Target