

# GATHERING POINTS WORKSHEET

Time Management Fundamentals by Dave Crenshaw

DaveCrenshaw.com

## 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** its 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 email inboxes, write the number "3" next to "Email Inbox."

|   |  |
|---|--|
| 3 | Email Inbox (count 1 for each account inbox) |
|---|--|

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                                   |
|---|---|
|   | Paper Task Lists, To Do Lists, etc.               |
|   | Areas in Car (glove box, each seat, trunk, etc.)  |
|   | Messaging (1 for each app)                        |
|   | Desk Areas (each spot, under, inside, etc.)       |
|   | Post It Note "Posting" Areas (1 for each area)    |
|   | Office Physical Boxes (in, out, etc)              |
|   | Contact or CRM Software (Salesforce, Zoho, etc.)  |
|   | Task Apps (Todoist, Google Tasks, etc.)           |
|   | Clothing Pockets                                  |
|   | Office Desk Drawers                               |
|   | Filing Cabinets (if used for unprocessed "stuff") |
|   | Computer Desktop and Phone Screens                |
|   | Outside Home Areas (garage, shed, yard, etc.)     |
|   | Voice Recorder (if used for tasks, ideas, etc)    |
|   | Your Mind (if you use it to remember to-dos)      |
|   | <b>SUBTOTAL</b>                                   |

| # | Gathering Point                                    |
|---|--|
|   | Paper Notepads (business, personal, etc.)          |
|   | Digital Notepads (OneNote, Evernote, etc.)         |
|   | Email Inbox (count 1 for each account inbox)       |
|   | Scraps of Paper (receipts, napkins, etc.)          |
|   | Voicemail (count 1 for each account)               |
|   | Home Physical Boxes (in, out, "whatever", etc)     |
|   | Project Apps (Trello, Basecamp, etc.)              |
|   | Home Areas (kitchen table, fridge, boxes, etc.)    |
|   | Wallet/Purse/Planner/Briefcase Pockets             |
|   | Home Desk Drawers                                  |
|   | People (spouse, assistant, co-workers)             |
|   | Other Office/Work Areas (storage, etc.)            |
|   | Floor Areas (Each spot is 1; both home and office) |
|   | Whiteboard/Corkboard (if used for tasks, etc)      |
|   | Other  |
|   | <b>SUBTOTAL</b>                                    |
|   | <b>TOTAL</b>                                       |
|   | <b>TARGET</b>                                      |