

Time Management Fundamentals

with Dave Crenshaw

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