

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
	Paper Task Lists, To Do Lists, etc.		Paper Notepads (Business, Personal, etc.)
	Areas in Car (Glove box, each seat, trunk, etc.)		Task Apps (Todoist, Asana, etc.)
	Messaging [1 for each app]		E-mail Inbox [Count 1 for each account Inbox]
	Desk Areas (Each spot, under, inside, etc.)		Scraps of Paper (Receipts, napkins, etc.)
	Post It Note "Posting" Areas [1 for each area]		Voicemail [Count 1 for each account]
	Office Physical Boxes (In, out, etc)		Home Physical Boxes (In, out, "whatever", etc)
	Contact or CRM Software (Salesforce, Zoho, etc.)		Project Apps (Trello, Basecamp, etc.)
	Computer Task List (Outlook, Google Tasks, etc.)		Home Areas (Kitchen table, fridge, boxes, etc.)
	Clothing Pockets		Wallet/Purse/Planner/Briefcase Pockets
	Office Desk Drawers		Home Desk Drawers
	Filing Cabinets [if used for unprocessed "stuff"]		Assistants (spouse, secretary, co-workers)
	Computer Desktop Screen		Other Office/Work Areas (storage, etc.)
	Outside Home Areas (garage, shed, yard, etc.)		Floor Areas [Both office and home]
	Voice Recorder [if used for tasks, ideas, etc]		Whiteboard/Corkboard [if used for tasks, etc]
	Your Mind [if you use it to remember to-dos]		Other
	Subtotal		Subtotal
			Total
			Target