

TIME MANAGEMENT FUNDAMENTALS

COLLECTION POINTS

A collection point is a location where unprocessed items are collected. These items may include mail, email, tasks, ideas, assignments, requests, reminders, receipts, invoices, etc.

For each of the collection points listed below, indicate how many different locations you have for each:

- Paper Task Lists, Paper Notepads & Scraps of Paper
- Your Mind (keeping track of tasks)
- Areas in/on desk, i.e. top of desk, desk drawers, etc.
- Physical In/Out Boxes
- Other office areas, i.e. storage, floors, bookshelves, etc.
- Filing cabinet (if used for anything other than reference materials)
- Whiteboards/Corkboards
- Post-It Note posting areas, i.e. walls, computer screen, desk, etc.
- Portable Inbox, i.e. wallet, purse, planner, briefcase, etc.
- Inside Home Areas, i.e. kitchen table, counter, floors, fridge door, wall, boxes, etc.
- Clothing Pockets
- Outside Home Areas, i.e. garage, shed, yard, etc.
- Areas in vehicle, i.e. glove compartment, seats, floor, trunk, etc.
- Messaging Apps, i.e. Facebook Messenger, Text Messages, WhatsApp, etc.
- Contact or CRM Software, i.e. Salesforce
- Calendars
- Phone Apps, i.e. Outlook, Reminders, Trello, Basecamp, Google, Excel, etc.
- Social Media Apps, i.e. Facebook, Instagram, LinkedIn, etc.
- Computer Digital Holding Space, i.e. desktop, shared drives, Google Drive, etc.
- Email Inboxes (count each one if more than one)
- Voicemail Inboxes
- Voice Recorder (for ideas, tasks, dictation, etc.)
- Assistants, i.e. spouse, secretary, colleagues, teammates, etc.

Indicate your total amount of collection points here: _____