

PROCESSING YOUR INBOX

WORKSHEET

This tool will provide you with the 3 prompts required to process any of your collection points, both digital and physical.

This may seem tedious at first, but the more it is practiced the more routine and efficient it will become.

Follow these principles for reducing time spent on processing:

- 'One Touch' Principle – to help save your time, strive to only process items once. The more 'pick up, put down' of an item, the more time, and mental energy, it will take.
- Definition of Done (DoD) – to help get you started, visualize what success looks like. What are you trying to achieve? What value is being created?
- Break it Down (BiD) – to reduce overwhelm, break large tasks and projects down into their component steps.

ASK YOURSELF THESE 3 QUESTIONS FOR EACH ITEM

1. What is the next step to move this item to completion?

First, clarify the definition of done (DoD). What does success look like?

Once I understand the end objective, I can move backwards and break down the steps required to bring it to that end state.

Now, what is the very first, most specific step that needs to be taken? Whether it is find a phone number, open a spreadsheet, or send an email, make the next step as small and specific as possible.

2. How much time is required?

5 minutes or less >> just do it.

5 to 15 minutes >> consider batching these items with others

15 minutes or more >> schedule it in your calendar

3. Where will it be stored?

Consider 'holding' space for items in progress.

For items to be retained, consider:

- Physical items – when in doubt, throw it out
- Contact information – centralized location that syncs across devices
- Paperwork – alphabetized hanging file folders
- Financial documents – filed chronologically
- Digital –
 - Level 1 separation between personal and work.
 - Level 2 create broad categories, such as financial, legal, marketing, etc
 - Level 3 deepest level. Create a folder for older items.

Naming conventions: for version control, include the date in the name: year_month_date to indicate the most up-to-date version. Also helpful with sorting and finding items later.

FEELINGS FUEL ACTION

We know that time management decisions are more emotional decisions than logical decisions.

Coaching can provide you with the clarity to identify your limiting thoughts and feelings and the insights to fuel your action and achieve your big goals.

Book a [consult with Kim](#) to learn how coaching can take you to the next level.