



Capture

Identify Your Capture Tools

	Notepad	Phone
	Inbox (work)	Voicemail



TICKLER QUESTIONS

1. In meetings, where do you record notes?
2. When stopped in the hallway, where do you capture actions?
3. When your boss sends an email asking for a report, where do you track it?
4. Where do you store unprocessed faxes?
5. Where do you put packaged deliveries arriving at the end of the day?
6. Where do you put business cards you receive when you're out?
7. Where do you put receipts for business expenses?
8. While you're travelling where do you record great ideas?
9. Where do you put dry cleaning receipts after drop off laundry?
10. If you receive an action during a mobile phone call, where do you record it?
11. On the car radio, you hear about a concert, where do you remind yourself to buy tickets?
12. Where do you put a voucher for a free car wash?
13. When the phone rings, where do you put a message for a family member who is out?
14. If you see you have run out of milk, where do you write that you need to buy some?
15. Where do you put the letters you receive?
16. Where do you make a note that the gutter needs fixing?
17. Where do you store theatre tickets for a concert in 3 months' time?
18. Where do you track kid's parties?
19. How many email inboxes, voicemail boxes and calendars do you have?
20. How many notepads do you have?