



Mastery Made Simple

Focus on Managing My Information



- 1 My daily & legacy information is current and organized.
- 2 I'm actively organizing my information.
- 3 I'm swamped and disorganized with papers & emails.

How did you do?	Yes	+/-	No
20 _____ 40 _____ 60	+	+/-	-
<i>20 = Bravo!</i>	1	2	3
1. I can locate personal information I need within 5 minutes.			
2. I know what to shred and what no to shred.			
3. There are piles of papers just waiting for me to send to people.			
4. My bills are paid on time.			
5. I've made places to store reading materials.			
6. I have someone that can find information if I'm not available.			
7. I understand how 'file' electronically.			
8. I have figured out what to save for my family and/or personal history.			
9. I have a topic library.			
10. I don't second guess myself often.			
11. People don't make jokes or snarky comments about my desk top.			
12. I have a system to store temporary items like tickets, cards, and bills.			
13. I have and know how to use a scanner or scanner app.			
14. My paper and digital papers are filed and stored accessibly.			
15. I have more than 500 emails in my inbox.			
16. I have copies of my birth certificate and other critical documents.			
17. My legal paperwork is current. (Will, Powers of Attorney, Living Will)			
18. I do my taxes on time with the correct information.			
19. I have a routine to process and organize information regularly.			
20. My archival storage is updated, safe, and dry.			

What area or information type is hardest to organize and why?

What would I like to know about managing digital and paper info?

What causes me to procrastinate managing my information?

What's my fear/concern about disorganized information?

Who can I trust to know where my important information is?

What has this exercise brought up for me?

What's next? Visit www.MasteryConsulting.net for my best self.