



Mastery Made Simple

Focus on Managing Your Information

	Yes	No
1. For the most part, can you locate what you need within 5 minutes?		
2. Do you know what to shred?		
3. Do you have piles of papers just waiting for you to send to someone?		
4. Are your bills paid on time?		
5. Are there places to store the things you're reading?		
6. Do you have a comfortable place to store paperwork?		
7. Do you understand how 'file' electronically?		
8. Are you the family historian?		
9. Do you have a topic library?		
10. Do you second guess yourself often?		
11. Do people make jokes or snarky comments about your desk top?		
12. Do you have a system to store temporary items like tickets and greeting cards?		
13. Do you have a scanner?		
14. Do you know how to use your scanner?		
15. Do you have more than 500 emails in your inbox?		
16. Do you have copies of your birth certificate?		
17. Is your legal paperwork up to date? (Will, Powers of Attorney, Living Will?)		
18. Do you have a home-based business?		
19. Do you know how long to keep an insurance policy?		
20. Is your archival storage updated, safe, and dry?		

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

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

What are your leading causes of procrastination in dealing with your information?

What's your fear/concern about disorganized information?

If you could have someone do/take responsibility for it, what would it be?

What has this exercise brought up for you?

What's next? Visit www.MasteryConsulting.net for coaching and to learn how to organize your time, spaces, and information so you can be your best self.