



DECISION INVENTORY

For two weeks, capture the unscheduled things that reach you. Classify each one before deciding what to do with it.

T = Task D = Decision I = Information

What reached me?	T / D / I	Who brought it?	Channel	Did it really need me?
	☐ ☐ ☐			☐ Y ☐ N
	☐ ☐ ☐			☐ Y ☐ N
	☐ ☐ ☐			☐ Y ☐ N
	☐ ☐ ☐			☐ Y ☐ N
	☐ ☐ ☐			☐ Y ☐ N
	☐ ☐ ☐			☐ Y ☐ N
	☐ ☐ ☐			☐ Y ☐ N
	☐ ☐ ☐			☐ Y ☐ N
	☐ ☐ ☐			☐ Y ☐ N
	☐ ☐ ☐			☐ Y ☐ N

After two weeks

Recurring decisions I saw more than once:

Information that interrupted me unnecessarily:

Things I called decisions that were really routine tasks:

