



Capture

Identify your Capture Tools. Which are your better/worse methods?

	TICKLER QUESTIONS	YOUR TOOLS	☑/☒
1	In meetings, how 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 the task?		
4	You're in the shower and remember the car tax is due. How do you handle it?		
5	You're asked to do something via MS Teams chat. How do you ensure you don't 'drop the ball'?		
6	Where do you put business cards you receive when you're out?		
7	You see you need milk, where do you write that you need to buy some?		
8	While you're travelling where do you record great ideas?		
9	Where do you put dry cleaning receipts after dropping off the laundry?		
10	If you receive an action during a mobile phone call, how do you record it?		
11	You hear about a concert on the car radio, how do you remember to buy tickets?		
12	How many notepads do you have?		
13	Where do you put a telephone message for a family member who is out?		
14	Where do you put receipts for business expenses?		
15	Where do you put the letters you receive?		
16	Where do you make a note that the roof needs fixing?		
17	Where do you store theatre tickets for a concert in 3 months' time?		
18	How do you remember your children's parties?		
19	How many email inboxes, voicemail boxes and calendars do you have?		
20	Where do you put a voucher for a free car wash?		
21	OTHER SCENARIOS		