Preparing for a mind sweep

A **mind sweep** gets everything that has your attention out of your head and into Operating Studio, Role by Role and inbox by inbox. Work through this checklist first, on paper. It is the preparation for one honest sitting of about an hour.

Before you start

- [ ] **Set aside about an hour.** Quiet, uninterrupted, with a drink. You can stop and come back, but one honest sitting works best.
- [ ] **Have these open:** your email, Slack, your calendar, the Operating Studio Inbox, and any lists you keep (Asana, a Google Sheet, a notebook, sticky notes).
- [ ] **Answer the ten questions below on paper first.** They show you where your work hides today.
- [ ] **Don't organize as you go.** Capture each thought as it comes. You will process it afterwards.

Places to sweep

Tick each one when you've been through it.

- [ ] Email inboxes, including sent mail you're waiting on replies to
- [ ] Slack: direct messages, mentions, threads and saved items
- [ ] Your calendar: last two weeks and next two weeks
- [ ] **The Operating Studio Inbox**
- [ ] Voicemail and text messages
- [ ] Asana, Copper and other tools you check for assigned work
- [ ] Google Sheets and shared documents with your name in them
- [ ] Notebooks, sticky notes and paper on your desk
- [ ] Meeting notes with actions you agreed to
- [ ] Your Roles, one at a time: what is expected of you in each?

Ten questions

Write your answers on the lines.

- [ ] 1 **Where do I track what's expected of me by my team and my clients?**

- [ ] 2 **Where do I track what I've asked others to do?**

- [ ] 3 **Where do I go to find out what I need to accomplish today, this week, this month?**

- [ ] 4 **Where do I go to find out which projects I'm currently responsible for? Which ones am I supporting?**

- [ ] 5 **How do other people ask me to do things for them? How do I ask others to do things for me?**

- [ ] 6 **Where do I keep checklists for work I do repeatedly** (for example, preparing for a training, or following up after a client meeting)**? Are they an Asana template? A Google Sheet? In my head? A habit?**

- [ ] 7 **What are my "inboxes": the places I check for work people are lobbing my way?** Email? Slack? Voicemail? Asana? Google Sheets? Copper? Other tools?

- [ ] 8 **How do I keep track of something from an inbox that I still have to do?** Leave it unread? Star it? A sticky note?

- [ ] 9 **How do I follow a project that someone else is running and I need updates on?** Regular meetings? Regular emails? A shared Slack channel?

- [ ] 10 **Where is my list of things I'm waiting on from other people? And of things other people are waiting on me for?**