



CLEARMIND CONSULTING

The Productivity Coaching Program for Life and Business

What tool(s) do you currently use for the following types of information?	Computer Software: i.e. Outlook, ACT, etc	Portable Electronics: i.e. PDA, phone, etc	Paper Planner: i.e. planner, legal pad, etc	Other Method? i.e. your brain, spouse, etc
Calender (appointments, deadlines, etc)				
Contacts (database, important numbers)				
Projects (ongoing, long or short-term)				
Actions (tasks, to-dos, etc)				
Notes (new info, messages, quick notes)				

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