

## SINGLE ENTRY POINT

EST. IMPACT: 15–30 minutes  
per day

### WHAT'S HAPPENING

Work enters your day through too many doors.

- Email, chat, hallway asks, texts, sticky notes, mental reminders.
- Each one pulls your attention, even if you don't act on it.

**Nothing is lost outright, but nothing is fully captured either.**

Your brain becomes the temporary holding area, and **attention leaks** as you try to remember what's still pending and where it came from.

### THE FIX

Create a single capture point for everything.

- Every task, request, idea, or follow-up goes to one place first.
- Email it to yourself, drop it in one inbox, write it on one list.  
The tool does not matter. The rule does.

Once it's captured, your job is **done for the moment**.

Later, during a scheduled processing pass, you decide what it is:

- Do it
- Schedule it
- Delegate it
- Delete it

**Capture is about containment, not decision-making.**

Processing is where decisions happen, once, on your terms.

### ADDITIONAL NOTES

- If something doesn't land in the capture point, it is not a real commitment.
- One reliable inbox beats five “almost remembered” places.
- The capture action must be fast enough to use under pressure.
- Fewer entry points reduce cognitive drag immediately, even before tasks are completed.