Five-Item Pile Reset

WORKSHEET / Type in the shaded boxes or print a fresh copy.

Pick five things from one pile. Count what you put away and what you let go. Give each remaining item a place or a next action.

01 Work through the example

	Example	Your case
Items chosen	**5**	
Items put away	**2**	
Items let go	**1**	

Calculation: starting count minus both outcome groups

Items needing a next step

Choose a concrete destination or action for each remaining item.

02 Make a handoff note

Spot to clear

One item still waiting

Its destination or next action

Five-Item Pile Reset

PRACTICE TEST / Use the example values on page 1.

1. With the example values, what is the items needing a next step?

- ○ 2
- ○ 5
- ○ 10

2. If "Items let go" changes from 1 to 2, with the other example values unchanged, what is the new result?

- ○ 8
- ○ 1
- ○ 2

3. Which action makes the most sense for this example?

- ○ Close the record and skip the next review.
- ○ Move it to an unnamed pile for later.
- ○ Give the undecided item a named destination or next action.

What helped you, or what would you change?

Check your answers in Practice-and-Test.html for a score and an explanation of each answer. The PDF stores your selections when saved in a compatible PDF reader.