

# DOOM **PILE** EXCAVATOR

Fewer piles, not a new organizing system. Triage the pile: the mail, the laundry, the tabs, the inbox, into one of four fates. No organizing system to maintain afterward, just fewer piles.

## 01 // WHAT THIS IS

### A ONE-TIME TRIAGE, NOT A SYSTEM

This worksheet doesn't ask you to build an organizing system. It runs a one-time triage: every item gets one of four fates, decided quickly, with no ongoing maintenance required afterward.

## 02 // HOW TO USE IT

- 1. Time-box the session.** Twenty minutes is usually enough for a meaningful dent; more than that and avoidance tends to creep back in.
- 2. Touch each item once.** Pick it up, assign a fate, move on. No re-sorting, no "I'll decide later" pile within the pile.
- 3. Use only the four fates.** If you're inventing a fifth category, that's usually stalling in disguise.
- 4. Stop at the time limit.** An unfinished pile you stopped on purpose is different from one you're avoiding. Leave it and come back another day.

## 03 // WHEN TO USE IT

### A NOTE BEFORE YOU START

Built for ADHD brains where the pile itself has become the block. This is a decision-speed tool, not a judgment about how the pile got there; if piles keep returning at a scale this doesn't touch, that's worth naming with a clinician or coach.

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# DOOM PILE EXCAVATOR

PILE / LOCATION

20-MINUTE TIMER: START / STOP

TOUCH EACH ITEM ONCE. USE ONLY THE FOUR FATES.

## // THE FOUR FATES

KEEP &amp; FILE

ACT ON

TOSS

DECIDE LATER, ON PURPOSE

## 01 // ITEM, THEN ITS FATE

One row per item: what it is, and which fate you assigned.

1

2

3

4

ACT-ON ITEMS MOVED TO MY REAL TASK SYSTEM

DECIDE-LATER REVIEW DATE

STOP AT THE TIME LIMIT, EVEN IF THE PILE ISN'T DONE.