

ZERO BASE DESK RESET TEMPLATE

Clear your desk. Rebuild with intention. Use this sheet to find the gold — and ditch the distractions.

1. FULLY Qualified Roles (you know you can place)

What roles are you actively working that are real, fillable, and high quality?

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Do each of these jobs have 2–3 placeable candidates?

If not, mark how many you need to source:

Job	Current Candidates	Need

2. KEY CLIENTS (who actually pay your bills)

Who are your proven, reliable, revenue-generating clients?

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Are you actively working with them right now?

If not, book a call to re-engage.

3. PLACEABLE CANDIDATES

Who are your *ready-now* candidates that are genuinely placeable?

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Which job(s) could they match to? If none, consider reverse marketing.

4. ACTIVE DEALS / PIPELINE

Deal	Stage	Risk Level	Next Step

5. GAPS TO FILL

Where are the holes?

(Use this to build your sourcing or marketing plan)

- Jobs with too few candidates
- Clients not being worked properly
- Candidate types you're missing
- Market segments going cold

6. PRIORITY ACTIONS (Next 7 Days)

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BONUS: Choose Your Focus

- ☐ Client-first
- ☐ Candidate-first

Then act accordingly.

If you're in zero mode, start with whichever will build your desk fastest.

Stick this up on your wall. Review weekly. Reset monthly.

Let's get you back to billing. Happy Hunting.