

Loopkept · Productivity coaching for founders

The Loopkept Founder Pack

Get it out of your head. The Loopkept method guide plus three printable worksheets, in one PDF.

Contents

1. The Loopkept method guide
2. Worksheet: The Loopkept CLOSE
3. Worksheet: The Loopkept GATE
4. Worksheet: Loopturn
5. Next step: the Open Loops Audit

By Gary Kalra, Loopkept



loopkept

| Productivity coaching for founders

FREE METHOD GUIDE

Get it out of your head.

The Loopkept method guide for founders: three simple practices for everything you're carrying

By Gary Kalra, Loopkept

CLOSE · GATE · LOOPTURN

Before you start

This guide is free. It contains three practices you can run on your own, starting today:

- **The Loopkept CLOSE**, the core sweep. Run it once to get everything out of your head and into a place you trust.
- **The Loopkept GATE**, a short daily routine. It handles each day's new input before it piles up.
- **Loopturn**, a weekly review. It's designed to help keep your system trustworthy, week after week.

There is also a one-page worksheet, the **Open Loops Map**, and a short self-check, the **Open Loops Score**. You need a pen, a notebook or a notes app, your calendar, and about an hour for the first sweep.

Nothing here requires new software. Use the tools you already have.

Why open loops cost founders

An open loop is anything you've committed to that isn't finished yet and isn't written down somewhere you trust. A reply you promised an investor. A hire you need to decide on. The contract you meant to reread. The dentist appointment. The idea you had in the shower and haven't written down.

Each one is small. Together they add up.

When a commitment lives only in your head, your head has to keep track of it. It reminds you at the wrong moments: in a board meeting, at dinner, at 2 a.m. It can't remind you at the right moment, because it doesn't know when that is. So you keep checking, re-reading and re-deciding the same things.

Founders carry more loops than most people, and they come from everywhere at once: investors, hiring, product, customers, the team, family. The volume grows fast after a raise or during a hiring push. The systems that worked at ten commitments stop working at a hundred.

The answer isn't to try harder to remember. It's to stop asking your memory to do a job it was never built for.

The idea behind this guide is simple: **get it out of your head**, decide what each thing is, and put it where you'll see it when it matters.

NOTE

An open loop is any commitment that is unfinished and not yet written down somewhere you trust. The goal of this guide is to move loops out of your head and onto paper and your calendar, one step at a time.

Step 0: Take the Open Loops Score

Before you change anything, take a quick snapshot of where you are. It takes two minutes. Rate each statement from 0 (not at all true) to 2 (completely true).

NOTE

The Open Loops Score is a self-reported snapshot, not a validated measure. It's a quick way to notice where things stand for you today. It isn't a test, a diagnosis or a benchmark.

WORKSHEET · PRINT AND WRITE

#	Statement	0	1	2
1	Every commitment I've made is written down somewhere I trust, not only in my head.			
2	I could list my top 3 priorities for this week right now without checking.			
3	My calendar shows what I'll actually do, not just meetings.			
4	I know the next physical step on each of my active projects.			
5	I'm confident nothing important will slip through this week.			

Your Open Loops Score = the total (0-10). A higher score means more of your commitments are captured and clear.

How to read it:

- **0-3:** most things live only in your head.
- **4-7:** partly captured.
- **8-10:** mostly closed.

Write down two more numbers while you're here:

WORKSHEET · PRINT AND WRITE

Also record

Your number

Open Loops Score (self-reported snapshot, not a validated measure)

____ /
10

Dropped-balls count: commitments you missed or forgot in the last 14 days (your own estimate)

Date

Take the score again after your first week. It's your own snapshot, for your own use.

The Loopkept CLOSE: the core sweep

The Loopkept CLOSE is five steps: **Collect, Label, Order, Slot, Exit**. You run the full sweep once, properly, to get everything out of your head. After that, the GATE and Loopturn keep it running.

Set aside about an hour for the first sweep. Close your messages. Have a single place ready to write in: one notebook, one document, or the Open Loops Map.

C

Collect

Get every open loop (tasks, decisions, promises, ideas) out of your head and into one trusted inbox.

This is the step most people rush. Don't. Write down everything that has your attention, big or small, work or personal. Don't sort or judge yet. Just write.

If you get stuck, walk through these prompts:

- Investors and board: updates owed, intros promised, questions unanswered.
- Team and hiring: open roles, feedback owed, one-to-ones, decisions you're sitting on.
- Product and customers: bugs, promises to customers, launches, ideas.
- Money and admin: invoices, taxes, contracts, renewals, expenses.
- Personal: health appointments, family, home, travel, people you said you'd call back.
- Ideas: anything you've been "meaning to" do.

Keep going until nothing new comes up for a full minute. Then wait one more minute.

NOTE

One inbox, not five. If loops end up in a notebook, three apps and your email drafts, you haven't collected them, you've just moved them around. Pick one place for this sweep.

WORKSHEET · PRINT AND WRITE

#	What's open (one line each)	Area (work / team / money / personal / idea)
1		
2		
3		
4		
5		
...		

L Label

Name each loop's next physical step and its outcome. If there's no next step, it isn't a loop yet.

Go down your list one line at a time. For each one, write two things:

- **Outcome:** what "done" looks like, in one short phrase. ("Q4 investor update sent.")
- **Next physical step:** the very next thing you'd actually do, as a visible action. ("Open last quarter's update and copy the template.")

"Hiring" isn't a step. "Email the recruiter the role brief" is. If you can't name a physical step, the item is probably an idea or a worry, not a commitment yet. Mark it as an idea and move on.

NOTE

A good label passes the "could I start this in a spare ten minutes?" test. If the answer is no, make the step smaller.

WORKSHEET · PRINT AND WRITE

#	Loop	Outcome (what done looks like)	Next physical step
1			
2			
3			
...			

0

Order

Sort into four fates: Do, Delegate, Date or Drop.

Every loop gets exactly one fate:

- **Do:** you'll do it, and it doesn't belong to a fixed date.
- **Delegate:** someone else should do it. Write who, and when you'll check back.
- **Date:** it has to happen on, or by, a specific day.
- **Drop:** you're not going to do it. Say so, and let it go.

Drop is the fate people avoid most. It's also where much of the relief comes from. A loop you've decided not to do is no longer open. It's closed.

Then mark your **top 3**: the three loops that matter most right now.

NOTE

Drop is a real decision, not a failure. If you've been carrying something for months and haven't started, you've already half-decided. Make it official.

WORKSHEET · PRINT AND WRITE

#	Loop	Fate (Do / Delegate / Date / Drop)	If Delegate: who and check-back date	Top 3? (1, 2, 3)
1				
2				
3				
...				

S Slot

Put date-bound work on the calendar as real blocks. Everything else goes into a single ranked list.

Your calendar should show what you'll actually do, not just meetings. For every "Date" loop, add a calendar block with enough time to do the work, not just a reminder on the deadline day. For your top 3, block time this week, before anyone else can book it.

Everything else goes on one ranked list, top to bottom. One list. When you have a gap, you start at the top.

NOTE

A deadline on the calendar is not a plan. A block on the calendar with time to do the work is.

WORKSHEET · PRINT AND WRITE

#	Loop	Calendar block (day / time / length) or list rank	Where it lives (calendar / ranked list)
1			
2			
3			
...			

E Exit

Close the loop on purpose. Confirm, hand off or release it so nothing goes on humming in the background.

A loop isn't closed just because the work is done. It's closed when everyone involved knows it's done. That means:

- **Confirm:** tell the person waiting that it's done. ("Sent the deck, let me know if you need anything else.")
- **Hand off:** if you delegated it, make the hand-off explicit, with a check-back date on your list.
- **Release:** if you dropped it, tell anyone who was expecting it, and cross it off.

Mark each loop on your Map with a ✓ for done or an × for dropped.

NOTE

The last 10% of a loop, the "it's done" message, is what lets your head stop tracking it. Don't skip it.

WORKSHEET · PRINT AND WRITE

#	Loop	How it exits (confirm / hand off / release)	Who needs to know	✓ done / ✗ drop
1				
2				
3				
...				

The Loopkept GATE: your daily routine

The CLOSE gets everything out of your head once. The GATE handles each day's new input so it doesn't pile up again. It takes about 10 minutes, twice a day. Try it once mid-morning and once late afternoon.

G, Glance: sweep email, Slack, messages and notes, and only look.

A, Assign: give each item one fate. If it takes a couple of minutes or less, do it now. Otherwise Delegate, Date or Drop.

T, Time-box: move anything dated onto today's or tomorrow's calendar, and protect one focus block.

E, Empty: every inbox processed or parked. Write one line saying what today is for, then close the gate.

NOTE

The GATE is a gate, not a job. Look, decide, place, close. Outside the GATE, you're allowed to ignore your inboxes and do the work you slotted.

WORKSHEET • PRINT AND WRITE

Day	GATE 1 (time)	GATE 2 (time)	Focus block protected?	Today is for (one line)
Mon				
Tue				
Wed				
Thu				
Fri				

Loopturn: your weekly review

Systems drift. New loops arrive faster than the GATE can catch them, and priorities shift. Loopturn is a 45-minute weekly review designed to help you get your system back up to date and plan next week before it starts. Friday afternoon or Sunday evening works well. Put it on your calendar as a recurring block.

T, Tally: review last week's calendar and list what moved, what slipped and what surprised you.

U, Unload: process every inbox, note and loose loop back through C.L.O.S.E.

R, Reset: update active projects, cut or park anything you won't touch, and look three weeks ahead at the calendar.

N, Name: pick next week's 1–3 outcomes and block time for them before anyone else can book it.

NOTE

If you only keep one habit from this guide, keep Loopturn. A weekly review is what helps a one-time clear-out become a habit.

Loopturn step

Your notes this week

Tally: what moved

Tally: what slipped

Tally: what surprised me

Unload: inboxes and notes processed (✓)

Reset: projects cut or parked

Reset: what's coming in the next 3 weeks

Name: next week's 1–3 outcomes

1. 2. 3.

Name: time blocked for them (✓)

The Open Loops Map

The Open Loops Map puts the whole Loopkept CLOSE on one page. Each loop gets one row, and you work across the columns from Collect to Exit. At the top you record your Open Loops Score and your top 3. At the bottom, the next step on priority #1.

GET IT OUT OF YOUR HEAD.

Open Loops Map

loopkept

NAME / DATE _____ OPEN LOOPS SCORE (BEFORE → AFTER) _____ LOOPS CAPTURED _____ TOP 3 PRIORITIES 1. _____ 2. _____ 3. _____

→ / 10

Self-reported snapshot, not a validated measure

#	LOOP what's open	COLLECT ✓	LABEL what it is	ORDER priority 1-3	SLOT when / where	EXIT ✓ done / ✗ drop
01		☐		1 · 2 · 3		☐ ✓ ☐ ✗
02		☐		1 · 2 · 3		☐ ✓ ☐ ✗
03		☐		1 · 2 · 3		☐ ✓ ☐ ✗
04		☐		1 · 2 · 3		☐ ✓ ☐ ✗
05		☐		1 · 2 · 3		☐ ✓ ☐ ✗
06		☐		1 · 2 · 3		☐ ✓ ☐ ✗
07		☐		1 · 2 · 3		☐ ✓ ☐ ✗
08		☐		1 · 2 · 3		☐ ✓ ☐ ✗
09		☐		1 · 2 · 3		☐ ✓ ☐ ✗
10		☐		1 · 2 · 3		☐ ✓ ☐ ✗

NEXT STEP ON PRIORITY #1 _____ DROPPED THIS WEEK (✗ COUNT) _____

loopkept Loopkept, productivity coaching for founders OPEN LOOPS MAP · 1/2

OPEN LOOPS MAP · PRINT, LETTER · PAGE 1

Download the Open Loops Map: printable (Letter or A4), fillable PDF, or phone version.

The Map has three parts:

WORKSHEET · PRINT AND WRITE

Part	What goes in it
Header	Name and date; Open Loops Score before → after (self-reported snapshot, not a validated measure); loops captured; top 3 priorities
Loop grid	One row per loop: what's open; Collect ✓; Label (what it is); Order (priority 1-3); Slot (when / where); Exit (✓ done / × drop)
Footer	Next step on priority #1; dropped this week (× count)

NOTE

Use a fresh Map for your first CLOSE sweep, then again at each Loopturn if a lot has piled up. Keep old Maps. They show you, in your own handwriting, what you've closed.

Example rows, not a real client. *Illustrative only.*

#	Loop (what's open)	Collect	Label (what it is)	Order (1-3)	Slot (when / where)	Exit
1	Board update due before month-end	✓	Project: draft and send the update	1	Tue 9:00, 90-min block	✓ done
2	Reply to a candidate about the offer	✓	Single task: call to agree terms	2	Wed 14:00, 15 min	✓ done
3	"We should start a podcast"	✓	Idea, not a commitment	—	—	× drop

Illustrative example. Not a real client, and no results implied.

Your 7-day starter plan

You don't need to do everything at once. Here's one way to start.

WORKSHEET · PRINT AND WRITE

Day	What to do	Time	Done?
Day 1	Take the Open Loops Score. Run Collect : write down everything that has your attention.	45-60 min	☐
Day 2	Run Label and Order on your list. Pick your top 3. Drop at least one thing.	30-45 min	☐
Day 3	Run Slot : block time for your top 3 and every dated loop. Make your single ranked list. Start the GATE twice today.	30 min + 2 × 10 min	☐
Day 4	Run the GATE twice. Do the first physical step on priority #1.	2 × 10 min	☐
Day 5	Run the GATE twice. Run Exit on anything finished: confirm, hand off or release.	2 × 10 min + 15 min	☐
Day 6	Run your first Loopturn . Name next week's 1-3 outcomes and block time for them.	45 min	☐
Day 7	Rest. Then take the Open Loops Score again and compare it with Day 1.	5 min	☐

WORKSHEET · PRINT AND WRITE

	Day 1	Day 7
Open Loops Score (self-reported snapshot, not a validated measure)	_____ / 10	_____ / 10
Dropped-balls count (your own estimate)	_____	_____

Your score may go up, stay the same or even go down. In the first week, a lower score can simply mean you've noticed loops you hadn't written down before. That's useful too.

Want a hand with your first map?

I'm offering free 20-minute Open Loops Audits for founders. Together we map what you're carrying in your head and pick your top 3 priorities. If you'd like to hear about coaching afterwards, just ask. Want one?

[Book a free Open Loops Audit →](#)

The small print

NOTE

Your wellbeing comes first. This guide is about sorting out your commitments. It is not therapy, counselling or medical advice. If you're experiencing burnout, depression, anxiety or a crisis, please reach out to a doctor or a qualified mental-health professional. If you're in immediate danger, contact your local emergency services.

I'm a coach, not a therapist or medical professional. This isn't therapy or medical advice. If you're struggling with your mental health, please talk to a licensed professional, or contact your local crisis line in an emergency.

- **About the score:** the Open Loops Score is a self-reported snapshot, not a validated measure. It is for your own reflection only.
- **No promised results:** these practices are tools, not guarantees. How they work for you depends on your situation and how you use them.
- **Independence:** the Loopkept CLOSE, the Loopkept GATE and Loopturn are Loopkept's own practices, with their own names, steps and structure. They are not affiliated with or endorsed by any other productivity method or its owners.

© 2026 Loopkept · Gary Kalra · *Get it out of your head.*

The Loopkept CLOSE: worksheet

Get it out of your head. One sweep, five steps: Collect, Label, Order, Slot, Exit. Budget 60 minutes. Messages off.

Before you start	
Date	
Open Loops Score (self-reported snapshot, not a validated measure)	— / 10
Dropped-balls count, last 14 days (your own estimate)	—

- C, Collect.** Get every open loop (tasks, decisions, promises, ideas) out of your head and into one trusted inbox. Don't sort. Keep going until nothing new comes up for a full minute. Prompts: investors and board · team and hiring · product and customers · money and admin · personal · ideas.
- L, Label.** Name each loop's next physical step and its outcome. If there's no next step, it isn't a loop yet.
- O, Order.** Sort into four fates: Do, Delegate, Date or Drop. Mark your top 3.
- S, Slot.** Put date-bound work on the calendar as real blocks. Everything else goes into a single ranked list.
- E, Exit.** Close the loop on purpose. Confirm, hand off or release it so it stops running in the background.

#	Loop (what's open)	Outcome (what done looks like)	Next physical step	Fate (Do / Delegate / Date / Drop)	Top 3	Slot (day/time or list rank)	Exit (✓ done / × drop)
1							
2							
3							
4							
5							
6							
7							
8							

#	Loop (what's open)	Outcome (what done looks like)	Next physical step	Fate (Do / Delegate / Date / Drop)	Top 3	Slot (day/time or list rank)	Exit (✓ done / ✕ drop)
9							
10							

After the sweep	
Loops collected	—
Dropped on purpose	—
Next physical step on priority #1	
Open Loops Score now (self-reported snapshot)	— / 10

Not therapy or medical advice. If you're struggling with your mental health, talk to a licensed professional, or contact your local crisis line in an emergency.

The Loopkept GATE: daily worksheet

About 10 minutes, twice a day. Look, decide, place, close. Outside the GATE, do the work you slotted.

G, Glance. Sweep email, Slack, messages and notes, and only look. **A, Assign.** Give each item one fate. If it takes a couple of minutes or less, do it now. Otherwise Delegate, Date or Drop. **T, Time-box.** Move anything dated onto today's or tomorrow's calendar, and protect one focus block. **E, Empty.** Every inbox processed or parked. Write one line saying what today is for, then close the gate.

My GATE setup	
GATE 1 time	
GATE 2 time	
Inboxes I sweep (list them)	
Where "parked" items go	
Where delegated items are tracked	

Day	GATE 1 ✓	GATE 2 ✓	Done now	Delegated	Dated	Dropped	Focus block protected?	Today is for (one line)
Mon								
Tue								
Wed								
Thu								
Fri								

End of week	
GATEs run (of 10)	
What got in the way	
One change for next week	

Not therapy or medical advice. If you're struggling with your mental health, talk to a licensed professional, or contact your local crisis line in an emergency.

Loopturn: weekly worksheet

45 minutes, same slot every week. Friday afternoon or Sunday evening works well. Book it as a recurring block.

T, Tally. Review last week's calendar and list what moved, what slipped and what surprised you. **U, Unload.** Process every inbox, note and loose loop back through C.L.O.S.E. **R, Reset.** Update active projects, cut or park anything you won't touch, and look three weeks ahead at the calendar. **N, Name.** Pick next week's 1–3 outcomes and block time for them before anyone else can book it.

Week of:	
Tally: what moved	
Tally: what slipped	
Tally: what surprised me	
Unload: inboxes processed ✓	
Unload: notes and loose loops run through C.L.O.S.E. ✓	
Unload: parked items from the GATE handled ✓	
Reset: projects updated ✓	
Reset: cut or parked	
Reset: next 3 weeks, what's coming	
Reset: waiting-on list checked ✓	
Name: outcome 1	
Name: outcome 2	
Name: outcome 3	
Name: time blocked for them ✓	

Not therapy or medical advice. If you're struggling with your mental health, talk to a licensed professional, or contact your local crisis line in an emergency.

Free 20-minute Open Loops Audit

For founder-CEOs whose company just got bigger and busier. In 20 minutes by video, we get what you're carrying out of your head and pick your top 3 priorities.

Apply for the Open Loops Audit → loopkept.com/audit/

Loopkept · Productivity coaching for founders

Loopkept (Gary Kalra), 5307 Victoria Drive #1302, Vancouver, BC V5P 3V6, Canada ·

privacy@loopkept.com

Privacy notice: loopkept.com/privacy/

Coaching isn't therapy, medical, legal, or financial advice.