✦ BRAIN DUMP

Empty your head, then pick one thing.

Date ____________

1 Get it all out

One thing a line: tasks, worries, ideas, people. No order, no tidying.

2 Give each a place

Write its letter in the little box. Not how important it is: where it goes.

- **D** — **Has a date** — into the calendar
- **W** — **This week** — five at most
- **S** — **Someday** — one list, no dates
- **N** — **Not a task** — worries, ideas, people
- **X** — **Cross it out** — it can go

3 Pick one thing

Circle one W. Skip the scary one: pick one you can see yourself starting.

My one next step ____________

The first two minutes ____________

○ Did it! ✦ ✦ ✦ ✦