✦ 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.

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2 Give each a place

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

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