BRAIN DUMP & Task Sorter

GET IT OUT. SORT IT. FOCUS ON WHAT MATTERS.

DATE: _____

M T W TH F S SU

A clear mind is *a productive mind.*

1 BRAIN DUMP

Write down everything on your mind.
Don't filter. Just dump it all out.

2 SORT IT OUT

Where does this belong?

DO

Tasks I can do now or today.

- ○ _____
- ○ _____
- ○ _____

SCHEDULE

Tasks I need to plan for later.

- ○ _____
- ○ _____
- ○ _____

DELEGATE

Tasks I can hand off to someone else.

- ○ _____
- ○ _____
- ○ _____

LET GO

Tasks or worries that don't serve me.

- ○ _____
- ○ _____
- ○ _____

3 NEXT ACTIONS

What's the very next step I can take?

1. _____ ☐
2. _____ ☐
3. _____ ☐
4. _____ ☐
5. _____ ☐

TODAY'S TOP FOCUS

One thing that will make everything else easier.

P PARKING LOT

Things I don't need to think about right now.

- _____
- _____
- _____
- _____
- _____
- _____