



Step 1: Brain Dump

Let's clear the clutter from your mind!

Dump everything here:

Need help dumping?

Questions to get your "dump" started

What do you need to get done today?

What is stressing you out? How can you release this stress?

What tasks need to get done for work?

What errands do you need to run?

What chores do you have to do?

Split the above into Categories:

Category 1: _____

Category 2: _____

Category 3: _____

Category 4: _____

Category 5: _____

Step 2: Organize Brain Dump

Now let's organize your Brain Dump

After you've sorted your brain dump into categories define your priorities

Category 1:

Category 2:

Category 3:

Category 4:

Category 5:

Don't forget to go easy on yourself. It's perfectly fine to put some tasks off until tomorrow.