

## Brain Dump - Things That Need to Get Done (Part 1)



Name:

Date:

What categories would you separate your tasks into? Here are some examples: *Work, Boss, Team, Home, Personal, Kids, Family, Vacation Prep, Packing, Moving, Planning, Chores, Other, etc.*

*Tip: List all your tasks first, then group them into categories if you'd like. You can fill out the categories at the top after you've finished your brain dump.*

Category 1:

Category 2:

Category 3:

## Organize - Things That Need to Get Done Part 2

Use the matrix below to sort your tasks into the four boxes below: **Do** (urgent / important - needs to be done soon), **Schedule** (Important, but not urgent - can be planned for later), **Delegate** (urgent, but not important (could be given to someone else), **Delete** (not urgent / important - distractions or things you can let go for now)

Do:  
Clear deadlines or  
consequences

Schedule:  
Unclear deadlines &  
long-term benefits

### Eisenhower Matrix Template

	MUST BE DONE FIRST	Urgently Critical	LATER TODAY (or tomorrow)	Not Urgent
Important				
Less important				
	TOMORROW (or later in the week)		DELEGATE (or do later in the week)	
Not Urgent				

Delegate:  
Must get done but  
not directly by you

Ways2WorkCoaching.com

Delete:  
Distractions or  
unnecessary