

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:

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)

