



BRAINDUMP

Step by step instruction on how to build a braindump

www.timgoertz.com/aiim



WHAT IS A BRAINDUMP?

Imagine having a specialized location where you can store all your brilliant ideas, to-do lists, and random thoughts. It's like carrying a trusted companion with you at all times, whether it's a phone or a trusty notebook.

STEP 1: CHOOSE YOUR BRAINDUMP TOOL

Option 1: Phone 📱

- Create a new WhatsApp group.
- Add someone (a trusted friend or yourself) and then remove them from the group.
- Pin the WhatsApp group to the top of your chat list. This ensures it's always the first thing you see when you open WhatsApp. Less resistance, more productivity!

Option 2: Notebook 📓

- Find a notebook that you love and will enjoy carrying everywhere.
- Reserve the whole book for your Braindump.
- Keep it handy – in your bag, on your desk, or wherever you go.

STEP 2: DUMP EVERYTHING IN

- Whether you're using your phone or notebook, start capturing everything.
- Jot down ideas, to-do tasks, notes, names, and even snap quick photos or screenshots.
- Don't filter or organize yet; just get it out of your head and into your Braindump.



TIM GOERTZ

Engineer | Limitless Coach | Productivity expert

“Slow down to speed up.”

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STEP 3: REGULAR MAINTENANCE

Process the braindump

- Set aside a specific time each day or week to review your Braindump.
- Process the items into your action lists, information or insight system..
- Enjoy the clarity of a decluttered mind!

BONUS TIP: CLEANING

After processing the braindump, delete or cross out the information. This will keep your braindump nice and clean.

Ready to declutter your mind and unlock your full potential?
Set up your Braindump today! ✨



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**WANT MORE HELP? SIGN IN
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TIMGORTZ.COM/AIIM**

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