Brain Dump

DATE _____

1 WRITE IT ALL DOWN

Tasks, worries, ideas, errands. No order, no judging. Keep going until your head is quiet.

2 SORT IT

Move every item into one column, then cross it off up top.

DO TODAY Short, urgent, or both. Three to five at most.	SCHEDULE Matters, but not today. Give it a day and time.	HAND OFF Someone else can do it, or has to answer first.	DROP Doesn't need doing. Let it go on purpose.
☐	WHEN	WHO	
☐	WHEN	WHO	
☐	WHEN	WHO	
☐	WHEN	WHO	
☐	WHEN	WHO	
☐	WHEN	WHO	
☐	WHEN	WHO	
☐	WHEN	WHO	

Last step: give every Schedule item a time on your daily or weekly plan.