Brain Dump

Brain Dump Template: Empty Your Head, Then Sort It

Date _____

Everything on my mind

Sort it

Move each line into one of these.

Do soon

Plan for later

Give it a day or a place, so your head can let go of it.

Not mine to carry

Things you can't change or don't need to do. Name them and drop them.

One next step

For the loudest thing right now, what's the smallest next action?