Brain Dump

Brain Dump To-Do List Template

Date _____

Every task, in any order

List everything you need to do, work and personal mixed together, exactly as it comes to mind

Don't rank, group, or prioritize yet, just get the full list out

Must happen today

Pull only what genuinely has to happen today, aim for 3 or fewer

Should happen this week

Everything else that's time-sensitive but not today

No real deadline

Tasks that matter eventually but have no actual due date, they don't need to compete for today's attention