

Brain Dump

Everything you are carrying, out of your head and onto paper. Five minutes, no order, no editing. Sheet 2 is where it gets sorted, so nothing here has to be tidy.

Date _____ Set a timer for _____ minutes

If you stall, read down this list

What is nagging at you right now? What have you promised someone? What is overdue? What are you avoiding opening? What would you be relieved to have off the list? What did you say you would do this month? What is only in your head and nowhere else? Who are you waiting on? What has been on the list so long you stopped seeing it?

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Sort it

The weight is not how many items you wrote. It is that they are all the same shape. Give each one a mark and most of them stop being work you have to think about.

- ☐ **2 min** · Do it now. Anything under two minutes costs more to track than to finish.
- ☐ **Slot** · Real work. It needs a time in the week, so write when, not just what.
- ☐ **Waiting** · Blocked on someone else. Note who, and when you will chase.
- ☐ **Not mine** · It arrived on your list but belongs to someone else. Hand it back.
- ☐ **Let go** · You are not going to do it. Saying so is the point of this sheet.

	From your dump	2 min	Slot	Waiting	Not mine	Let go	Life area
1		☐	☐	☐	☐	☐	
2		☐	☐	☐	☐	☐	
3		☐	☐	☐	☐	☐	
4		☐	☐	☐	☐	☐	
5		☐	☐	☐	☐	☐	
6		☐	☐	☐	☐	☐	
7		☐	☐	☐	☐	☐	
8		☐	☐	☐	☐	☐	
9		☐	☐	☐	☐	☐	
10		☐	☐	☐	☐	☐	
11		☐	☐	☐	☐	☐	
12		☐	☐	☐	☐	☐	

Decide

A sorted list is still a list. These three answers are what turn it into a lighter week.

The three that actually move today

Not the three most urgent. The three that would make the rest of the week easier if they were done.

1	
2	
3	

Deliberately not this week

Everything you marked **Let go**, and anything you are choosing to leave until next week. Writing it here is what stops it following you around. It is allowed to come back later.

1	
2	
3	
4	

Where the rest went

Booked into the week	Waiting on someone	Handed back
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