

NO ORDER REQUIRED

PUT IT ALL HERE.

Write every open loop, reminder, task, idea, worry and random thing your brain keeps replaying.

NOW SORT THE DUMP.

What actually needs to happen TODAY?

What belongs LATER THIS WEEK?

What can go on a NOT NOW list?

What can SOMEONE ELSE own?

What should simply GO ON THE CALENDAR?

Circle ONE place to start. Not seven. One.