

Set a 10 minute timer

Write down everything that pops in your head that you need to do, keep thinking about, are worried about - ANYTHING!

BRAIN DUMP

Now, Sort

Put every item from the brain dump into a category. Cross off the items from the previous page once they've been categorized.

Action

Decision

Later

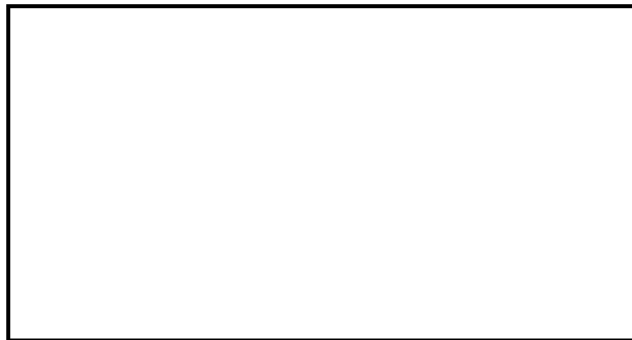
Let Go

Now

Focus

Now that everything is out of your brain, lets keep it simple.

**WHAT'S THE SMALLEST
THING I CAN DO NEXT?**

A large, empty rectangular box with a black border, intended for the user to write their answer to the question above.