DATE _____

Empty your head, *then pick three.*

Five minutes, morning or the night before: empty your head, pick three, give each a first step and a time.

I BRAIN DUMP EVERYTHING, UNSORTED

II TOP THREE ONLY THREE, IN ORDER

1 _____ ○

FIRST STEP _____

HOW LONG _____ WHEN _____

2 _____ ○

FIRST STEP _____

HOW LONG _____ WHEN _____

3 _____ ○

FIRST STEP _____

HOW LONG _____ WHEN _____

III TIME MAP FIXED THINGS FIRST

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

IV DONE SMALL THINGS COUNT

Tomorrow, start with

WEEK OF _____

Seven days, *one thing each.*

Five minutes on Sunday: fixed things first, then one thing for each day. Missed a few days? Don't fill in the gaps. Start again from today's row.

This week, what matters most

I THE DAYS FIXED FIRST, THEN ONE THING

	FIXED: APPOINTMENTS, DEADLINES	ONE THING	
Mon			○
Tue			○
Wed			○
Thu			○
Fri			○
Sat			○
Sun			○

II BRAIN DUMP FOR LATER THIS WEEK

III LOOK BACK ON SUNDAY

What worked?

What got in the way?

One change for next week