

Everything, *out of your head.*

Fifteen minutes. One thing per line, big or tiny, task or worry. No sorting yet. Stuck? Read the margin.

I THE DUMP EVERYTHING ON YOUR MIND, IN ANY ORDER

Work

PROJECTS
EMAILS TO SEND
CALLS TO MAKE
DEADLINES
PROMISES

Home

REPAIRS
CLEANING
SHOPPING
PAPERWORK

Money

BILLS
RENEWALS
REFUNDS
TAXES

People

REPLIES OWED
BIRTHDAYS
FAVORS
PLANS

Health

APPOINTMENTS
PRESCRIPTIONS
SLEEP
EXERCISE

Waiting on

ANSWERS
DELIVERIES
DECISIONS

Ideas

SOMEDAY
TRIPS
TO LEARN

Worries

WHAT KEEPS
COMING BACK

Now, *sort it.*

*Read the dump once, then give each line a home. Two-minute jobs: do them now and cross them out.
Projects: write only the next step.*

II THE SORT

Today

MUST HAPPEN

This week

WITH A DAY

Later

WITH A DATE

Someday

NO DATE YET

Not mine

ASK OR HAND OVER

Let go

CROSS IT OUT

III WORRIES SPLIT THEM IN TWO

What I can do

BECOMES A TASK

What I can't control

NOTED, SET DOWN

IV TOMORROW THE FIRST THREE, IN ORDER

1

2

3