

BRAIN DUMP

A way to organize
your day-to-day life,
and free yourself from
procrastination!

1. Find a piece of blank paper
2. Fold it in half (alternatively, use a notebook with a two page spread)
3. Use the left side as a place to dump everything in your brain (to dos, emotions, tasks, worries, etc...)
4. Then move the prioritized content on the right side

There are a lot of different ways to organize the priorities - top three, easy three, next three, low energy, medium energy, high energy, just for fun, high to low priority, days of the week, scheduling, etc...
Choosing how you organize the right side is entirely up to your style.