BRAIN DUMP CATEGORIZATION & ACTION PLAN ORGANIZER

COGNITIVE DE-CLUTTERING, THOUGHT SORTING & ACTION TRIAGE

DATE: _____/_____/20____ **START OVERLOAD: [1][2][3][4][5]** **CALM AFTER TRIAGE: [1][2][3][4][5]** **SESSION TIME: ____:____**

TRIAGE PROTOCOL: Step 1: Discharge everything in the sandbox below. Step 2: Sort into the 4 Action Buckets. Step 3: Execute!

SECTION 1: UNFILTERED MENTAL DOWNLOAD (DISCHARGE FLOATING TO-DOS, IDEAS & ANXIETIES)

SECTION 2: 4-BUCKET CATEGORIZATION & ACTION SPRINT CONVERSION

BUCKET 1: IMMEDIATE ACTIONS (DO IN 24-48 HOURS)

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BUCKET 2: CAREER, WORK & CLIENT PROJECTS

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[ ] _____

[ ] _____

BUCKET 3: PERSONAL, HOME & FAMILY TO-DOS

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BUCKET 4: SOMEDAY / MAYBE (PARKED THOUGHTS)

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THE 2-MINUTE RULE: If any dumped item takes less than 2 minutes to resolve, execute it right now!

Cognitive Freedom Note: The brain is designed for having ideas, not holding them. Review Bucket 1 and transfer to your daily planner.