Brain Dump to Priority Mapper

Get it out of your head. Get it into a plan.

STEP 1: The Brain Dump

Write everything that's taking up space in your mind right now. Nothing is too small or too big.

Let it all out. Worries, tasks, ideas, frustrations, dreams...

STEP 2: Sort It Out

Now look at what you wrote above and sort each item into one of these four categories.

01 Immediate Tasks

Do this today or this week

02 Goals for Later

Important but not urgent

03 Delegate or Automate

Someone or something else can handle this

04 Let It Go

Release what isn't yours to carry