

TOOL #3: THE EXTERNAL BRAIN SYSTEM

HOW TO USE IT STEP BY STEP:

Step 1

Choose ONE external brain location

- A notebook, a notes app, a whiteboard

Step 2

Write down EVERYTHING the moment you think of it

- Tasks, ideas, appointments - no filtering, just dump it

Step 3

Keep it VISIBLE

- On your desk, open on your screen, on a wall

Step 4

Look at your external brain FREQUENTLY

- Set a recurring alarm if needed, e.g. once every hour

Step 5

Cross things off when done

- Your brain needs visual proof of completion
- Once you are satisfied with proof of completion, you can delete/erase the item from your external brain

The page features several large, overlapping circles in various shades of teal and green. One large teal circle is at the top right, partially overlapping a green circle below it. A large green circle is in the center, containing the 'Example in Action' text. Another teal circle is at the bottom right, also overlapping a green circle. The circles have a hand-painted, textured appearance.

Example in Action

You're cooking dinner and you think "I need to email Sarah." Instead of telling yourself "I'll remember after dinner," you immediately write "Email Sarah" in your phone notes. After dinner, you check your notes and see the reminder—so you actually do it instead of forgetting it existed.

What The External Brain System Does

Externalizes your memory so you don't have to rely on your brain to remember things—everything lives in one visible place.

When to Use The External Brain System:

Use this when you keep forgetting what you're doing, losing your train of thought, or putting things down and having them vanish from your mind.