



BRAIN DUMP & SORT

CAPTURE IT. CLARIFY IT. TAKE ACTION.

DATE: ____ / ____ / ____

1

BRAIN DUMP

Get everything out of your head.

2

CATEGORIZE & SORT

Group similar items together.

CATEGORY 1

CATEGORY 2

CATEGORY 3

CATEGORY 4

CATEGORY 5

CATEGORY 6

3

PLAN NEXT STEPS

Decide what to do and when.

ACTION ITEM	CATEGORY	PRIORITY (HIGH / MED / LOW)	NEXT STEP	DUE DATE	✓
					☐
					☐
					☐
					☐
					☐