

BRAIN DUMP

1

List all ideas, wants, and needs.

Anything that is taking up brain space including family, self, business, etc.

2

Categorize, Prioritize and Estimate

Ask yourself: What is the most important result I MUST produce in order for this week to be both successful and fulfilling? Why do I want to do this? What is the reason that will drive me to follow through? What specific actions must I take in order to achieve these results? What's the FIRST thing I must do in order to achieve this outcome?

Categorize: Create a list of categories that each item fits into. For example: admin work, lead generation, client appointments, family time, self care

Prioritize: Write the number next to each item in your brain dump in order of priority. REMEMBER to prioritize by important and not urgent.

Estimate: How much time will it take to complete this item? If it will take more than one calendar entry (one step needs to happen and another at a later date), break this into two separate entries. For items that will take less than 2 minutes put a **circle** next to it, if it will take over 2 minutes put a **+**. Get in the habit of doing things that will take less than two minutes as soon as you think of them!

3 **Sort and Schedule**