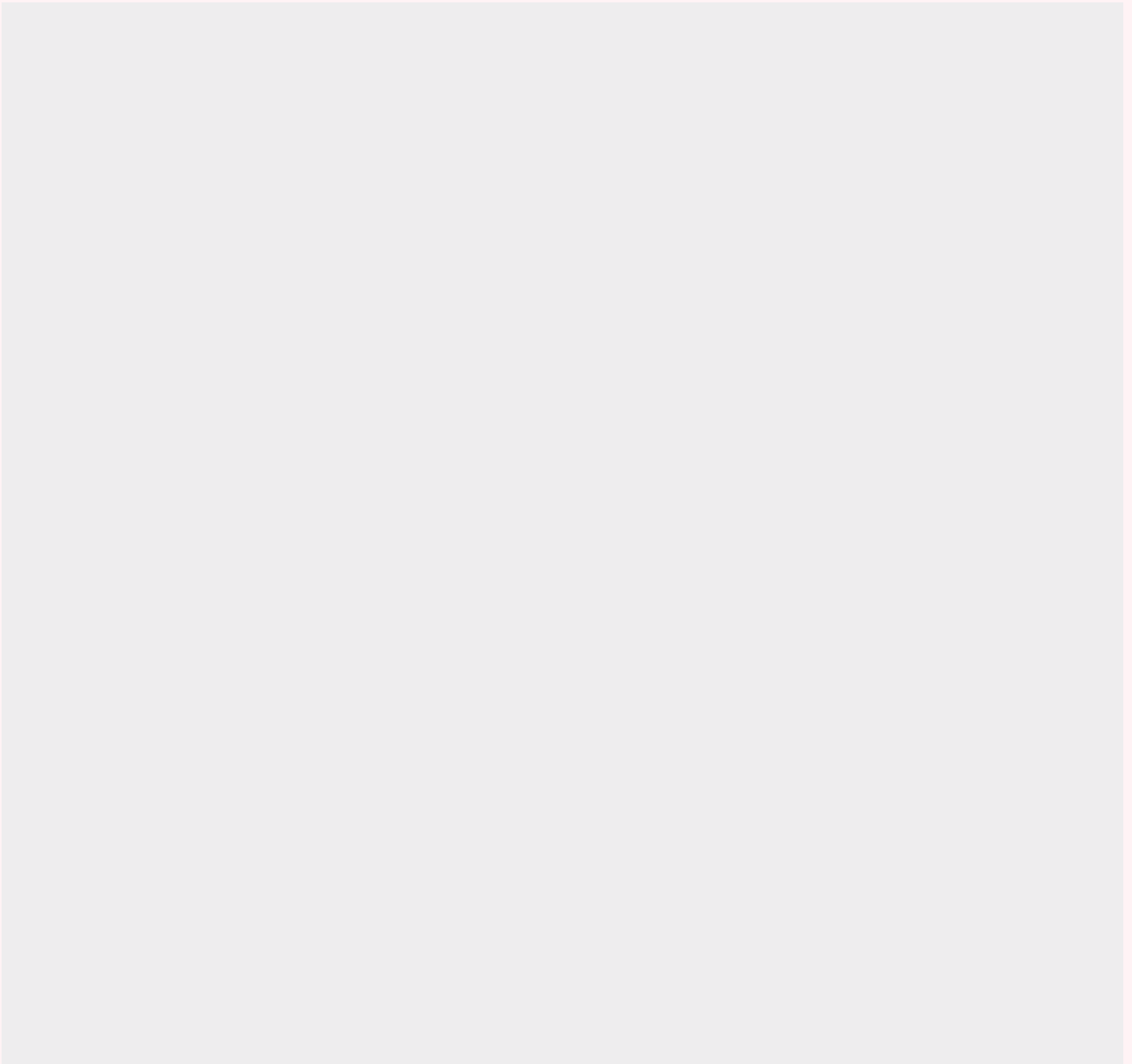




BEAT YOUR OVERWHELM

ORGANISE AND PRIORITISE YOUR
TO DO LIST AND
KEEP YOURSELF SANE!

BRAIN DUMP - WRITE DOWN ALL THE THINGS THAT NEEDS DOING



SORT ALL THE THINGS FROM YOUR BRAIN DUMP INTO THE FOLLOWING BOXES:

**URGENT/IMPORTANT
DO FIRST:**

A large, empty, light gray rounded square box intended for sorting urgent and important tasks.

**NOT URGENT BUT IMPORTANT
DECIDE WHEN TO DO IT**

A large, empty, light gray rounded square box intended for sorting tasks that are not urgent but important.

**URGENT BUT NOT IMPORTANT TO ME
DELEGATE WHERE POSSIBLE**

A large, empty, light gray rounded square box intended for sorting urgent tasks that are not important to the user.

**NOT URGENT/NOT IMPORTANT
LET IT GO!**

A large, empty, light gray rounded square box intended for sorting tasks that are neither urgent nor important.