

EVERYDAY

The Brain Dump Sheet

Dump first. Sort second. Doing both at once is why it stalls.

DATE

HOW THE HEAD FEELS RIGHT NOW

EVERYTHING - any order, nothing too small

NOW / NEXT / LATER - three decisions, no more

NOW (TODAY, GENUINELY)	NEXT	LATER (NOT A BIN)

NOT MINE - somebody else's to do, and still taking up room

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