

Brain dump sorting sheet

Get it all out first. Sort it second. Choose one next step per area. Then stop carrying the rest.

1. DUMP five minutes, no filtering, everything counts

Write (or say) everything on your mind here, in any order.

2. SORT INTO FOUR PILES

Things to do

anything with a next action, however small

Decisions

choices you're carrying but haven't made

Ideas

things to explore when there's time

Questions

what you don't know yet, and who might

3. ONE NEXT STEP PER AREA not a plan, one step

Area (work, a project, home...)	The one next step	By when