Brain dump

Dump everything · circle 3 · do the one on top

Date:

1 · EVERYTHING IN MY HEAD

messy is fine. tasks, worries, ideas, all of it

2 · CIRCLE 3 FOR TODAY

one urgent · one quick · one that makes me lighter

1.

2.

3.

3 · THE ONE I DO FIRST

make it tiny: "open the folder", not "do taxes"

Everything not circled is tomorrow's problem. It's written down, so it's safe.