Brain dump

ISAK VIDINGHOFF

Write down every task swirling in your head. Do not sort yet. Then work down the steps.

- [ ] Write every task in the box below
- [ ] Ask: what actually matters? What is just noise?
- [ ] Do anything that takes less than two minutes, right away
- [ ] Sort the rest into the four boxes on page two
- [ ] Pick the one thing for this week

Everything in my head

Three questions to pick the one thing

What is the one thing I can do this week that would make the biggest difference?	Is this task worth the effort, or am I avoiding something bigger?	Which task would make everything else easier if I just did it?

The ideas on these pages come from Isak Vidinghoff's free book, After the Crash (chapter 2). Print a fresh copy at isakvidinghoff.com/printables/one-thing-first/

One thing first

ISAK VIDINGHOFF

Week of _____ Hours I have each day: _____ Days off: _____ days

Most people spend too much time in the third box, reacting to other people's emergencies. The real gains are in the second box. Pick the MIT first thing in the morning.

☐ Head emptied (page one) ☐ One thing for the week written below

	MIT: the one task that makes the day a win	Other important tasks, if there is room	MIT done	Others done
Mon			☐	☐
Tue			☐	☐
Wed			☐	☐
Thu			☐	☐
Fri			☐	☐

Important and urgent: do it now

Important, not urgent: schedule it

Urgent, not important: delegate or minimize

Not urgent, not important: delete

Two-minute tasks: tick the day you did each one right away

Task 1 ☐☐☐☐☐

Task 2 ☐☐☐☐☐

Task 3 ☐☐☐☐☐

The one thing for this week: what would make the biggest difference?

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