Empty your head

ISAK VIDINGHOFF

Do this once a week, or whenever your head feels full. Write it all down. It does not need to be pretty. The point is to get it out of your head and onto paper.

- [ ] Write down everything below: big, small, work, home, half ideas, worries, chores
- [ ] Do anything that takes two minutes
- [ ] Put what is waiting on someone else on the waiting list
- [ ] Cross out what is not needed
- [ ] Group similar tasks to do together
- [ ] Turn to page two: dated things go on the calendar, the rest on the task list
- [ ] If the week fell apart, start here again

Everything on my mind

Then sort it

Quick (two minutes)	Big project	Waiting on someone	Not needed

The ideas on these pages come from Isak Vidinghoff's free book, After the Crash (chapters 3 and 4). Print a fresh copy at

Plan my week

ISAK VIDINGHOFF

Week of _____ Focused work I aim for: _____ hours a day, on _____ days

Calendar: things with a date or a time, such as appointments, deadlines, rest and focused work. Task list: everything else. Back to calm: after a bad day, you got back to your normal week.

☐ Head emptied and sorted (page 1) ☐ On paper, a voice note or an app

	On the calendar	On the task list	Two-minute tasks done	Back to calm
Mon			☐	☐
Tue			☐	☐
Wed			☐	☐
Thu			☐	☐
Fri			☐	☐
Sat			☐	☐
Sun			☐	☐

Similar tasks to do together

Waiting for (so I am not staring at it every day)

Hand off or let go

Life: meals, sleep, time off

Three ticks a day

Loose tasks written down ☐☐☐☐☐☐☐

Focused work block ☐☐☐☐☐☐☐

A real break ☐☐☐☐☐☐☐

End of the week: did my plan support me? What do I change?

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