

Everything on Your Plate

Get it all out of your head and onto paper, then find the one that has to move first.

WHEN TO USE THIS

Use this when the list in your head will not stop spinning.

Nothing gets solved in this step. You are only emptying your head onto the page.

Write everything you are carrying right now. One per line.

Work, school, home, people - all of it.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Which one has a real deadline? Write it here, and when it is due.

What is the smallest first step on that one?

Something you could do in ten minutes.

A written list is not shorter. It is easier to look at.