

Too Many Things at Once

Sort the things running in the back of your mind and put most of them down for now.

WHEN TO USE THIS

Use this when you are half-doing five things and finishing none of them.

What is open in your head right now? Name each one in a few words.

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

Sort them: which need you today, and which can sit until later in the week?

NEEDS YOU TODAY

CAN WAIT

_____	_____
_____	_____
_____	_____
_____	_____

Of the ones for today, which is first? What makes it first?

Your head is not built to hold six things open. That is what the page is for.