DATE:

REDEEM HER TIME

BRAIN DUMP

DON'T KEEP IT ALL IN YOUR HEAD.
STEP 1: SET A TIMER FOR 10 MIN & BRAINDUMP ALL-THE-THINGS

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4D'S TO SIMPLIFY

USE THE **4 D'S** TO DETERMINE WHAT CAN BE **DELETED** (NOT AT ALL),
DELEGATED (NOT JUST YOU), **DELAYED** (NOT RIGHT NOW)...
SO YOU CAN FOCUS ON WHAT **DELIGHTS**
(ALIGNS WITH WHAT YOU'RE CALLED TO IN THIS SEASON).

DELETE	DELEGATE (+ WHO)
DELAY (+ WHEN)	DELIGHT

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DATE:

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BRAINDUMP SORT

STEP 2: NAME YOUR PRIORITY BUCKETS & ADD COMMON TASKS
STEP 3: IDENTIFY THE FREQUENCY (DAILY/WEEKLY/MONTHLY)

PRIORITIES IN THIS SEASON

BUCKET 1:

BUCKET 2:

BUCKET 3:

BUCKET 4:

BUCKET 5:

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