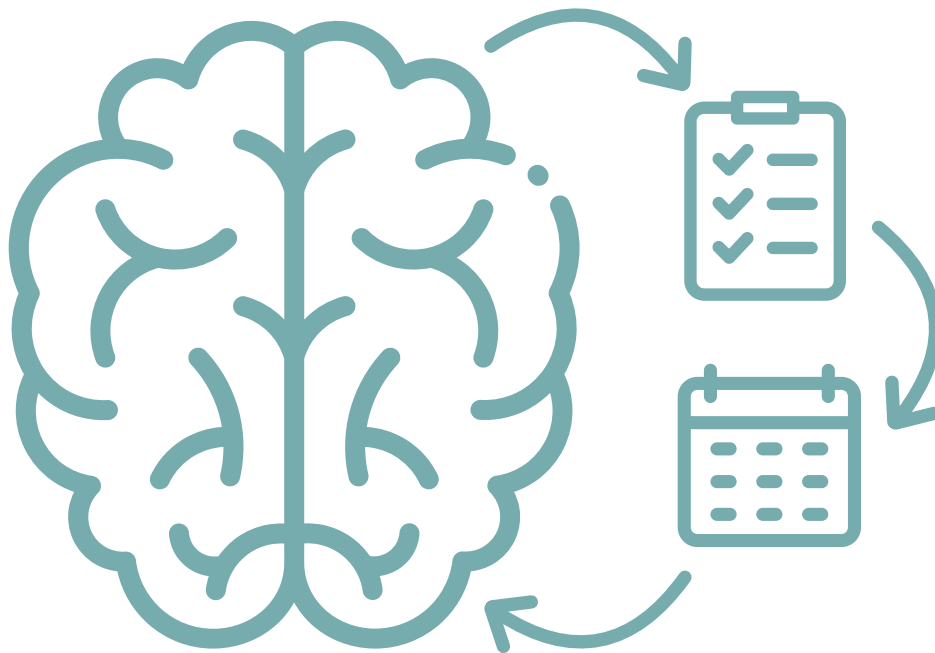




sara jane organizing

BRAIN DUMP

Is your brain full?
Use this guide to declutter it!



1. Dump your thoughts.
2. Pick 1-3 favorite tasks.
3. List steps for each task, if necessary.
4. Pick a due date.
5. Add steps to your calendar.
6. Repeat.

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Icons by Davindraaja, Kartika Sholehatin, and Alzam

BRAIN DUMP & PICK THREE

Write down all the to-do's creating clutter in your head. Then pick 1-3 favorites.
Transfer your 1-3 favorites to the next page.

DUMP IT HERE

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

PICK THREE

1.
2.
3.



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LIST STEPS & ADD TO CALENDAR

Write your chosen tasks from the previous page.

List steps for each task. Choose a due date. Then apply each step to your calendar.

LIST STEPS to accomplish task #1	LIST STEPS to accomplish task #2	LIST STEPS to accomplish task #3
1.	2.	3.
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
9.	9.	9.
10.	10.	10.
DUE BY:	DUE BY:	DUE BY:

Pick a day to accomplish each step and
ADD TO YOUR CALENDAR

