



sortstuffout  
SORT YOUR LIFE, HEAD AND HOME

brain dump

**Don't know where to start?** Write down everything that's in your head or hanging over you... dates, tasks, ideal jobs, food ideas – just get it all out. Just write, no structure or logical thought needed. We can sort it *later*.



sortstuffout  
SORT YOUR LIFE, HEAD AND HOME

# task list

**Time to start sorting it out.** Read through your brain dump and cross off anything that you don't need to think about yet, or just can't be bothered with. Have a look at the remaining items and organise them into groups; think 'dates to add to calendar', 'online tasks', 'house tasks', 'dump on someone else'... or whatever makes sense to you. Group them and list them in the columns below.

Don't worry, you don't have to do any of these yet... we'll do that *later*.

Quick Stuff I can do now

Short-term, but no need to do yet

Long-term... think about it  
another time



# plan your month

**Time to plan a slot for everything so you can switch off.** What have you got on this month? Fill in the month and the dates below. Write on your existing appointments, and block out any time you're expecting to be too busy to deal with anything else, or any time you're just going to relax. Add the short-term tasks to your calendar. If you've got long-term tasks, print out another month or two, then add them in. Now the important part; do what you can do now, and forget about the rest until it's time. *Relax.*

Month:							Priorities for this month
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	