Brain dump template

Capture first. Find the themes. Choose one next action.

Date / topic: _____

1. EVERYTHING ON MY MIND

Thoughts, reminders, ideas, questions. Fragments are welcome.

2. THE THEMES I NOTICE

What belongs together?

3. QUESTIONS TO RESOLVE

What do I need to find out?

4. IDEAS FOR LATER

Worth keeping, outside today's focus.

5. MY NEXT ACTION

One specific move I can actually start.

6. WHEN I WILL REVIEW THIS

A date or a useful trigger: _____