

Download, Purge, & Prune

STEP 1: Brain Dump

Specify 3 bucket/categories such as personal, wellness, work, career, community, etc. Then list out tasks, ideas, and projects for each that have been on your mind.

1	2	3
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STEP 2: Prune down to those with the highest feasibility & impact:

Choose 2 to 3 from each bucket that have a high payoff and it's feasible for you to make progress on today, this week, whatever timeframe you have to work with.

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STEP 3: Make it Happen:

Choose 3 from above. Schedule in dates, notes, who, and what you need to make it happen.

1	2	3
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