

*"I'm sure I'm forgetting something." Empty your head onto one page, then leave with today's three priorities.*

### Stuck? Run through these triggers:

- **People:** who am I waiting on? Who is waiting on me?
- **Promises:** what did I say “I’ll get back to you” about?
- **Deadlines:** what’s due this week? Next week?
- **Admin:** invoices, expenses, bookings, forms.
- **Ideas:** things I want to try or suggest.
- **Personal:** anything outside work that keeps popping up.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slightly textured appearance and is set against a dark background.

**COPY THIS PROMPT**

Here is a raw brain dump of everything on my mind. Turn it into a clean task list. For each item give a short title, the person involved, and one concrete next action that starts with a verb. Group them under: Today, This week, Later, Personal, and Ideas. Flag anything that looks like a promise I made to someone.

| Today's three |  | Next action |
|---------------|--|-------------|
| 1             |  |             |
| 2             |  |             |
| 3             |  |             |

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