

BRAIN DUMPING TASK IDEAS

CONTACT/APPOINTMENTS

- Doctor Appointments
- Dental Appointments
- Personal Care Appts
- School Activities/Events
- Car Maintenance
- Friends/Family
- Teachers
- Bosses
- Coworkers
- Neighbors/Community
- Vet
- CPA/Tax Advisor
- Coach

ERRANDS

- Grocery shopping
- Household shopping
- Dry cleaning
- Pharmacy
- Post office
- Library
- Clothes shopping
- Gift shopping

EVENTS

- Birthdays
- Anniversaries
- Weddings
- Weekend away
- Holidays
- Travel/Vacations
- Social events
- Date nights

DAILY TASKS

- Meals
- Self-care
- Chores
- Organizing
- Exercising
- Entertainment

OUTDOOR

- Mow lawn
- Water plants
- Sweep porch
- Plant seeds
- Pull weeds
- Clean outdoor furniture

PROJECTS/BIZ

- Projects that need to start
- Projects to finish
- Commitments/promises
- Writing to finish/submit
- Update systems/routines
- Marketing
- Social media

PAPERWORK TASKS

- Sign school papers
- Pay bills
- File paperwork
- Shred old papers
- Review budget
- Review insurance
- Review retirement
- Taxes
- Create new file folders
- Internet
- Expenses log
- Online orders
- Donations
- Loans
- Mail/Packages

BRAIN DUMP

Use this sheet to empty your mind of anything that you're holding in your mind, need to do today, this week or this month. Do not edit, just brain storm everything you need to in order to clear your mind to focus on what's really important.

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