

Brain Dump

Use the last 10 minutes before you leave work to complete the brain dump. Write down anything in your head that you need to deal with or do (urgent, semi-urgent or non-urgent). Use the centre circle to write anything you consider urgent or that you must not forget to do on the next working day. This should be only one or two things. Everything else should go in the outer areas. Place it in the centre of your desk or somewhere that you will see immediately the following work day. Laminate me and re-use!

