SOMETHING LIGHTER / MADE FOR REAL LIFE

A Place to Put It

One small step. Fill the boxes on your phone, or print this page.

1. Write down what keeps coming back to mind. You can sort it later.

2. Mark anything with a real deadline.

3. Choose up to three things that fit today.

4. Give each one a small next step. "Sort the paperwork" becomes "Put the loose papers in one pile."

ON A BUSY DAY

Take two minutes. Write down what is taking up the most room in your head, then choose one small next step. One is enough for today.

What keeps coming back to mind?

One thing for today

Its smallest next step

A real deadline