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BRAIN DUMP PLANNER

Today's date: _____

Write down anything that distracts you – Google searches to be done, random thoughts, new ideas, whatever. The point is . . . if you write them down, they'll stop popping up when you're "in the zone" doing what needs to be done now.

Use the triple "D" system (Delegate, Dump, Do)

Task	Delegate	Dump	Do

