

# Brain Dump Template

Set a 10-minute timer. Get every thought out below, with no sorting and no judging. When the timer ends, move each item into a bucket. Capture first, organize second.

**1. Dump everything (10-minute timer, no sorting)**

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**2. Sort what you got**

**Do now (2 minutes or less)**

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**Do later (needs a real block of time)**

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**Keep (idea, note, someday)**

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**Drop (not worth doing)**

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