

Organize Your Thoughts Worksheet

Two separate jobs, done one after the other: get everything out of your head first, in whatever order it arrives, then sort what you have. Dumping and clustering at the same time is multitasking, and multitasking is what kills the flow of ideas.

1. Brain dump (20 to 30 minutes, one thought per line, no sorting yet)

2. Cluster (group into three to twelve thematic piles)

Give each pile a short header. This is the first organizing move, and it only happens after the dump is done.

Cluster header:

Cluster header:

Cluster header:

Cluster header:

Cluster header:

Cluster header:

3. Sort (order the clusters, then the items inside each)

Put the clusters in a logical order, then order the items inside each cluster, chronologically if you are describing a process.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

4. Write. By this point, most of what you need to say is already sitting in front of you in the clusters, so writing becomes assembly rather than invention.

Prefer to talk it out? InstantOwl turns a spoken ramble into a sorted list. instantowl.com