

Tools: You need your version of a:

- calendar - a place to store events
- task list - a place to store tasks
- notebook - a place to store ideas

Can be either digital or analog. Should be the simplest version that works for you. I use a pocket notebook as all of these so I can keep it on me. Maybe your phone or a notebook or receipt is the best option for you. Experiment.

Mindset Shifts: lists are menus not marching orders - they're either here to help you get something out of your head so you can think better or to serve as a reference for when you want to do something, not to guilt you when you don't. every day is different, use the strategy you need today not yesterday - consistency is good as the results it nets you, fuck guilt, do what works for you now. *resting well is hard work* - time spent resting isn't a waste, everyone needs different amounts, but when you're resting don't half ass it, really rest + recharge

prep

getting things done when life is chaotic af
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fuck goals

getting things done when you hate planning
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Guard Rail Ideas: Limit to 3-5 || Keep them 15 minutes or less

- breathwork
- water/fluids
- food/snack
- hygiene
- getting dressed
- movement
- stretching
- tidy your space
- meditation

journaling/gratitude
tech break/cut off
hobby time
pet an animal
call/text a friend

Guard rails exist to keep you from going off the edge even if you crash/something doesn't go the way you planned. They're ideally simple, don't take a ton of time, and are geared toward self maintenance not self improvement. If you're struggling with your guard rails day-to-day, I'd wait until you've done them for a few days before doing a brain dump and reset.

protect

Before you dive into the morass of your life, decide on your guard rails.

Four Quadrants: physical, mental, emotional, spiritual - brain dump on each area of life

Four Circles: you, home, friends, community

When you finish, read over and collect the tasks out of these efforts. Do not sort yet. You just want to see what actions you felt you should take, want to take, have to take.

Morning Pages: (via The Artists Way) Write three pages without stopping; traditionally done in the morning but you can any time. While some people do these daily, can be done as needed.

VOMIT system: (via Struthless) things to use a journal session for; Vent - write what makes you angry, Obligations - practice the feel you have to do, Mindset - practice the mindset you want to have, Ideate - generate a lot of ideas to select from, Trajectory - evaluate which direction your life is heading; use one, use all, VOMIT on the page

dump

primp

d20 Table: create a d20 list of your tasks; randomness can make a meh task more fun

Bingo Board: create a bingo board of activities you'd like to do but keep putting off; swap it out seasonally, can function like a vision board of sorts.

Do It Deck: using one index card per task, write deep cleaning or other irregular chores you put off and fun things you've been meaning to get to. when you're bored, draw a card.

Vision Board: create a vision board for your system, use as a phone background or print out and put in your analog system. Vibe your way through tasks.

Your calendar needs some events you're looking forward to. Your task list needs some things you want to do. Your notebook needs ideas that inspire you. Fill them well then do whatever you want.

Questions: as you look over what you pumped up, consider some of the following questions

- what on my list it done will make everything else on it easier?
- what 20% are producing 80% of the results?
- what tasks move me in the direction of my best self? which move me away?
- what could I do in less than 5 minutes?
- if I knew I couldn't fail, what would I do?

No/No - add to ideas, someday maybe list delegate, congregate, delete.

No/Yes - What's the block? Automate, The joy quadrant; prioritize this

Yes/No - practice the obligations. Maintain a standard.

Yes/Yes - try to prevent burnout, keep categories small by getting rid of some obligations.

Task Punnett: draw a Punnett square. as you look over what you pumped up, ask yourself two questions: the first is "Do I already spend time doing it?" the second is "Will I face a negative consequence if I don't do it?"

process

Compile selected tasks on your task list

progress

Top 3: (via Ali Abdal) 1 work task, 1 health task, 1 relationship/social task

1-3-6: (via Esme Weijun Wang) create a list. first task is one you need to do & can definitely accomplish. next 3 you might be able to get to. Next 6+ are optional.

Microjournaling: (via Struthless) On a phone or on paper, write the date and check in with how you're feeling for a few minutes. Vent, brain dump, whatever you need. As you think of tasks create two lists: one is for tasks you need to do to prevent future problems for yourself, the other is for if you're getting well and want to do more. Come back to it as you need throughout the day.

Interstitial Journaling: (via Ryder Carroll) Write down the time, what you just did/ worked on, and what you will do/work on next. Use it as a chance to offload your thoughts for the last task and prepare yourself for the next task so that you're less distracted.