

Now, we MIND DUMP.

No judgments, no rules. Let your mind simply empty out onto the paper.

Simply write out EVERYTHING that's flowing through your mind that you feel needs to get done. Doesn't matter if it's a personal- or career-centric task. Doesn't matter if it's part of a 10-year plan or part of a project due tomorrow. The important thing is to DUMP IT OUT!

When we hold onto worries, ideas, and thoughts in our head our anxiety rises, even by just a sliver. Getting it out on paper allows you to breathe easier knowing you won't forget it as you've now written it down ;)

We're going to call this epic series of tasks & stream of conscious our Master List.

So, now, on your mark... set... LIST!

****PAUSE AUDIO NOW****

How are we doing? All out? Ok, great.

Now, let's STREAMLINE.

Go over your list and highlight/put a mark next to any task that MUST get done in the next week. This is where the reflection and forethought come in.

We tend to feel a false sense of urgency when it comes to completing tasks, especially when we feel overwhelmed. If we don't stop to really think about what's needed, we assume EVERYTHING has to be done yesterday. So, before you mark something urgent, ask yourself, "What will happen if it doesn't get done in the next few days?"

Will you lose money? Will you lose a partnership or damage a relationship? Will you miss an important deadline? If the answer is no to these questions, there's a strong chance it can wait.

Once you've gone through and picked out a few key tasks, copy the highlighted tasks onto a second list (we'll call this the Streamlined List) & place the Master List aside (in a safe place, you'll want to come back to it later).

****PAUSE AUDIO NOW****

You may be tempted to put these tasks immediately on your calendar, but NOT YET! Hang tight. That comes later.

Now, it's time to MICROTASK.

Go back over your Streamlined List & prepare to write a third list. This list is going to have every task from your Streamlined List broken down into microtasks. For example, if on your Streamlined List you have written down "film a video diary for YouTube channel," you will break that into the following microtasks (in no particular order):

- Create a title
- Write a caption
- Write 3-5 social media posts for promotion
- Write a script
- Choose a theme
- Set up equipment
- Film video
- Edit video
- Upload video to YouTube
- Choose a screenshot/thumbnaill photo

A key to microtasking (the reason we do it in the first place) is to then assign an amount of time in which each task will be completed. Creating a title may get 3 minutes, Filming video may get 30 minutes, etc.

Use your best judgment.

This is a time to be realistic, this is not a time to impress yourself with how soon you can get something done.

Break down each task from your Streamlined List this way onto your third list – The Microtask List.

****PAUSE AUDIO NOW****

And there you have it!