Minimize distractions and “productive procrastination” by listing things that get in the way of your productivity! Write down the things you do, want to do, or think about while you need to focus. Then identify tasks to be done now, and what can be done later.

**TO-DON’T LIST**

<table>
<thead>
<tr>
<th>BRAIN DUMP</th>
<th>TO DO</th>
<th>TO DO LATER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tasks you <strong>should</strong> do today.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tasks you <strong>want</strong> to do today.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unimportant tasks you spent time on.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Random ideas, reminders, notes, worries, frustrations.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **TO DO**
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- **TO DO LATER**
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