

# My Dump List Cheat Sheet

- ❑ Get yourself a spiral notebook or use a sheet in your planner for your dump list.
- ❑ Write down everything that you need to do or that is on your mind.
- ❑ Add dates to anything with a due date.
- ❑ Estimate how long things will take to get done and make a note of that.
- ❑ If you need supplies, note that as well. Getting the supplies may need an entry of it's own.
- ❑ Check your calendar for available times. Don't forget times like when you're watching TV or are on the computer.
- ❑ Schedule the tasks with due dates first. Be sure to allow yourself enough time to get them done well before they are due.
- ❑ Set an alarm on your phone to remind you of these times.
- ❑ Continue until you have scheduled all of the items on your dump list. Don't forget that some of these things can be delegated to others.
- ❑ Be sure to allow yourself some breathing time; don't pile so much on that you stress yourself out.

- ❑ Schedule in some time for yourself to help you calm down and de-stress and remember all that you are accomplishing.

