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TIPS FOR THE  
*Best Brain Dump*

HAVING A CLEAR MIND AND A CLEAR  
SPACE ALLOWS YOU TO THINK AND ACT  
WITH PURPOSE. - ERIKA OPPENHEIMER



# WHAT IS A BRAIN DUMP?



*A brain dump is a way to get out of overwhelm. Entrepreneurs often have so many ideas, projects, and thoughts that these can easily become distracting. If we can release these thoughts in an organized fashion, we can prioritize, plan, and get out of overwhelm!*

## TIPS FOR THE BEST BRAIN DUMP

### 1. SCHEDULE TIME FOR THE BRAIN DUMP.

(weekly is ideal).

Make sure that this is not a task that you are doing while multi-tasking or in the middle of a busy day. You need time to collect all of the ideas, tasks, projects and chores from your head and write them on paper so that you free yourself from remembering everything.





## 2. NO JUDGMENT ZONE.

This brain dump is yours and yours alone so write down **everything** even if it's something that you wouldn't even admit to others.

## 3. COVER ALL AREAS OF YOUR LIFE.

This is great for all of your business and career ideas, but it is also good for other areas of your life such as family, kids, pets, house, friends, etc. As you will see on the template, you can even take your brain dump and then categorize it by area of life. . . or you can sort by areas of your business such as systems, finances, hiring, learning, PR, etc.



## 4. KEEP ALL COMPLETED BRAIN DUMPS IN A DRAWER.

It is great to put these ideas "away" so you are relieved of remembering or even day dreaming about them. Revisit the completed brain dump paperwork only when you have time set aside.



# SIGNS THAT IT IS TIME FOR A BRAIN DUMP

1. You spent all day jumping from project to project.
2. You feel overwhelmed or stuck.
3. Your desk is covered with stickies of things you need to “remember.”
4. You are getting short tempered with staff or your family.
5. You just learned a new skill or attended a training (write down everything you remember).
6. You are in a cash crunch but can't focus on generating revenue.
7. You are playing on the internet rather than doing your work.
8. You don't know what you should be doing because you have a million great ideas.





# PRE-BRAIN DUMP CHEAT SHEET

So that you can remember all the things you have in your head, here are a few ideas of the types of things you may want to dump (this list is meant to provoke thought and is not exhaustive):

## **Business ideas**

- Unfinished work projects
- Groups or organizations that you may want to join
- Learn a new social channel, update social media
- Marketing ideas
- Potential clients you want to contact
- Bills you want to get paid
- Colleagues you need to follow up with
- Technology tasks
- Website ideas
- Employee issues
- Equipment to buy

## **Amazon/online order list**

## **Household repairs**

## **Vacations/trips**

## **Appointments to Schedule**

- Doctors
- Dentist
- Salon or Personal Care
- Pets
- Exercise or Classes
- Car repair/Oil change

## **Gifts to Buy**

- Birthdays, anniversaries

## **Telephone calls/Texts**

- Friends to touch base
- Replies owed to colleagues

## **Books to read**







# CATEGORIZE YOUR THOUGHTS!

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