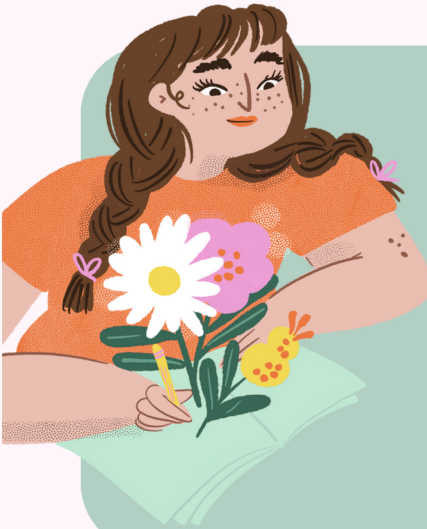


# FROM BRAIN DUMP TO CLARITY: A GENTLE SORTING & FILTERING WORKSHEET FOR CREATIVE MINDS

## How to Begin

Step 1: Circle or highlight anything that feels important, exciting, or urgent.

Step 2: Use the categories below to begin sorting what's next—and what's not.



**Step 3: Let Go (Old noise, 'shoulds', or things that don't feel alive anymore)** - take a big fat marker and cross those energy suckers off the list now! You might feel some guilt or anxiety for a hot minute but I promise this will pass!

**Step 4: Later! (Ideas you want to revisit but not act on right now)** I know these ideas are gold but now they are safely planted where you won't forget them so you can set them aside and take back some energy and insight for the Yes, Now.

**Step 5. Yes, Now (Clear, aligned next steps or active projects)** This is where the magic happens, you can now make time for what is most important and what you are most excited about doing. Tip: This is what goes on your to-do list!



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## Break it Down

**Pick one 'Yes, Now' item and answer these:**

- What's the next tiny step?
- What would make this easier or more fun?
- Who can support me or offer accountability?

Your brain loves baby steps. This one step of breaking projects down into bite-sized task will calm your nervous system and get you out of overwhelm!



**Reminder: Writing things down is not a commitment.**

It's a way to clear space and reclaim peace.  
Revisit this process anytime your brain feels full again.

