



« TO-DON'T LIST »

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.

• BRAIN DUMP •

Tasks you **should** do today.
Tasks you **want** to do today.

Unimportant tasks
you spent time on.

Random ideas, reminders,
notes, worries, frustrations.

Lined area for writing in the 'Tasks you should/want to do today' section.

Lined area for writing in the 'Unimportant tasks' section.

Lined area for writing in the 'Random ideas, reminders, notes, worries, frustrations' section.

• TO DO •



Lined area with checkboxes for writing tasks to do now.

• TO DO LATER •



Lined area with checkboxes for writing tasks to do later.