

MIND Sweep



A simple & effective worksheet to gather & organize ALL your thoughts and ideas.



LET'S SLAY



MINDSWEEP MASTERMIND WORKSHEET



STEP 1 – COMPLETE THE FOLLOWING MINDSWEEP WORKSHEET

Under the “Item” column in the table below, write down everything that has your attention. This can include anything that you’re currently committed to, need to do, thinking about doing, and creative ideas you don’t want to slip away. This should take 20-30 minutes to complete.

STEP 2 – SORT YOUR MIND SWEEP LIST

Go through each item and assign what type of item it is.

TERMS KEY: Review these terms before filling out the list so you know what category you want to use - credit: David Allen and the GTD Method

REFERENCE

These are thoughts in your head that you want to make note of as a reference only, but they aren’t actionable. Create a “references” folder and move to that folder.

INCUBATE

These are items that you may want to explore further someday/maybe, but they aren’t actionable now. You may go back to these items at a later date should you decide you want to move it over to a “project.” Create an “incubate” folder and move to that folder.

DO IT/NOW

These are items you can do in 2-minutes or less. Don’t work on them while you’re completing this worksheet but do set aside time afterward to do them.

DELEGATE

These are items you can assign to someone else to do.

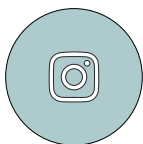
DO IT/PROJECT

These are bigger projects that will need an action plan focused with the end in mind. For projects, move onto Step 3.

COMPLETE THE BELOW WORKSHEET...

STEP 3 – ORGANIZE YOUR PROJECTS INTO AN ACTION PLAN

- Complete the [From Dreaming to Doing](#) Workshop
- This will help you to move your projects forward by identifying objectives, next steps and due dates.
- If you're looking for support with developing your individualized plan, I can help - [contact me!](#)



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