

Mind Dump

Too many thoughts in your head? The Mind Dump is a chance to get them out of your head and onto paper so that you can find some clarity. This will help you work out what is important and what is worth leaving behind.

GATHER

You will need something to write your thoughts with, such as paper and pen, and (if you can) a space to sit and be by yourself for a few minutes.

WRITE

Write all the things you have going on in your head onto the paper. It doesn't matter how you do it, but make sure you get it all out onto the paper.

BE STILL

Take a moment to relax, knowing that you have written all the stuff in your head out – you don't need to hold onto it all anymore.

QUESTION

When you are ready, look at what you have just written. Answer these questions:

- What are the 3 most important things on your Mind Dump?
- Can you do anything about them? If you can't, let them go.
- If you can do something, when will you do it? Pick a date, time and place and make sure you action it!

BE STILL

Be still for a moment longer. When you are ready, remind yourself where you are, and then carry on with your day.