SUNDAY BRAIN DUMP for the week of

- 1. This is a master to do list! List everything on your mind, emails to send, errands to do, etc...
- 2. Prioritize your list: HIGH Has to do with people or MEDIUM: Paper or Process that Supports People or LOW: Delegate it!
- 3. Pull 3 High and 3 Medium from your to do list and transfer them to your daily business \$ personal to do lists.