MEMO

MEMO Date: _____

MEETING

MEETING

Date: _____

TOPIC / PARTICIPANTS

NOTES / DECISIONS

NEXT STEPS / OWNERS

CORNELL

CORNELL

Date: _____

CUES

NOTES

SUMMARY

PROJECT

PROJECT Date: _____

GOAL / OUTCOME

MILESTONES

TASKS / RISKS

JOURNAL

JOURNAL

Date: _____

WHAT MATTERS TODAY

THOUGHTS / MOMENTS

GRATITUDE / TOMORROW

TASKS

TASKS

Date: _____

	TASK	DUE / PRIORITY
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LINED

LINED Date: _____

DOT GRID

DOT GRID

Date: _____

A CLEAR DAY

A CLEAR DAY Date: _____

One important thing. One small start. The rest can wait.

MY ONE IMPORTANT THING

THE SMALLEST NEXT STEP

WHAT CAN WAIT TODAY

An organisation aid - choose only what works for you.

BRAIN DUMP

BRAIN DUMP Date: _____

Get everything out of your head and onto paper. Sort it later.

EVERYTHING ON MY MIND RIGHT NOW

WHAT I WANT TO LOOK AT NEXT

PARKING SPACE FOR LATER

An organisation aid - choose only what works for you.

TINY STEPS

TINY STEPS Date: _____

Turn a big task into small, visible actions.

WHAT DO I WANT TO ACHIEVE?

WHAT DOES DONE FOR NOW LOOK LIKE?

MY SMALL INDIVIDUAL STEPS

WHAT I CAN START NOW

An organisation aid - choose only what works for you.

FOCUS SESSION

FOCUS SESSION Date: _____

A work block of your choice, with a break and a thought parking space.

ONE TASK / START / FINISH

MY FIRST STEP

NOTE DISTRACTIONS, DON'T FOLLOW THEM

BREAK / WHAT HELPED?

An organisation aid - choose only what works for you.

A LOW-ENERGY DAY

A LOW-ENERGY DAY Date: _____

A small, realistic day. No scores and no catching up.

ONE THING THAT IS ENOUGH TODAY

WHAT CAN I SIMPLIFY OR POSTPONE?

WHAT SUPPORT WOULD I LIKE?

An organisation aid - choose only what works for you.

WEEKLY COMPASS

WEEKLY COMPASS Date: _____

A few priorities, real buffers and a kind reflection.

UP TO THREE IMPORTANT THINGS

APPOINTMENTS / FREE TIME / BUFFERS

KEEP / SIMPLIFY / LET GO

An organisation aid - choose only what works for you.

TASKS BY ENERGY

TASKS BY ENERGY

Date: _____

Sort tasks by your own effort, not by guilt.

LIGHT: SMALL ACTIONS

MEDIUM: SOME CALM AND TIME

LARGE: FOCUS, BUFFERS OR HELP

An organisation aid - choose only what works for you.

GETTING BACK IN

GETTING BACK IN Date: _____

After an interruption: find your bearings and a small start.

WHERE DID I LEAVE OFF?

WHAT MATTERS NOW, WHAT CAN WAIT?

MY NEXT VISIBLE STEP

An organisation aid - choose only what works for you.

MY ANCHORS

MY ANCHORS Date: _____

A few anchors you choose. No streaks and no pressure over gaps.

START: WHAT MAKES BEGINNING EASIER?

DURING THE DAY: WHAT SHOULD I REMEMBER?

FINISH: WHAT DO I NEED FOR TOMORROW?

An organisation aid - choose only what works for you.

CLOSE THE DAY

CLOSE THE DAY Date: _____

Park unfinished things, notice progress and make tomorrow easier.

WHAT I MOVED FORWARD TODAY

PARK UNFINISHED THINGS SAFELY ON PAPER

MY START FOR TOMORROW

An organisation aid - choose only what works for you.

DECISION HELPER

DECISION HELPER Date: _____

Define the question, compare a few options and decide deliberately.

WHAT AM I DECIDING?

WHAT MATTERS TO ME?

OPTIONS / OPEN QUESTIONS

DECISION / NEXT STEP

An organisation aid - choose only what works for you.

LEARNING NOTES

LEARNING NOTES Date: _____

Understand in your own words, collect questions and plan a review.

WHAT I HAVE UNDERSTOOD

MY QUESTIONS / PUTTING IT INTO PRACTICE

WHAT I WANT TO REVIEW

An organisation aid - choose only what works for you.

ON THE GO

ON THE GO

Date: _____

A calm overview for travel, packing and arriving.

DESTINATION / TIMES / ORIENTATION

WHAT I WANT TO BRING

BEFORE I LEAVE

ARRIVAL / NOTES

An organisation aid - choose only what works for you.

FOLLOW-UP

FOLLOW-UP Date: _____

Keep a commitment, the next contact and the outcome in one place.

TOPIC / CONTACT / AGREEMENT

NEXT STEP / WHEN TO FOLLOW UP?

OUTCOME / FURTHER NOTES

An organisation aid - choose only what works for you.