

Distraction parking lot

Somewhere to put the thought so you can let go of it without losing it. Write it, don't act on it, go back to the thing.

TASKS I SUDDENLY REMEMBERED

One line each. Not now.

WORRIES

Noted, not solved.

IDEAS

A phrase, not an explanation.

REPLY LATER

Who, and two words.

THE RULE

Write it down. Do not action it. Return to the task.

Read the page at your next break — not constantly.

I'll look at this page at:
