

RETURNING TO WORK · BRAIN DUMP EXERCISE

# Do, *Ditch*, Delegate

A simple framework to clear your head, reclaim your energy, and step back into work on your own terms.

**How to use this worksheet:** Start by brain dumping everything swirling around in your head — work tasks, home tasks, all of it. Then sort each one into a column. **Do** = only you can or should do this. **Ditch** = it doesn't actually need to happen. **Delegate** = someone else can handle this. There are no wrong answers. If you need more space, feel free to continue the exercise on another piece of A4 paper.

STEP 1 — BRAIN DUMP

## Everything on your plate right now

Don't filter, don't judge — just get it all out. Work, home, life admin, all of it.

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_
- 11 \_\_\_\_\_
- 12 \_\_\_\_\_

STEP 2 — SORT IT OUT

## Where does each task belong?

Go through your list above and place each item into one of the three columns below.

<p style="text-align: center;"></p> <p><b>Do</b></p> <p>Only you can or should do this. It matters and it's yours.</p> <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	<p style="text-align: center;"></p> <p><b>Ditch</b></p> <p>Does this actually need to happen? Let it go without guilt.</p> <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	<p style="text-align: center;"></p> <p><b>Delegate</b></p> <p>Someone else can handle this. Who? Write their name down.</p> <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>
--	--	--

STEP 3 — REFLECT

## Notice what comes up

Take a moment to sit with what you've just written. Answer honestly.

<p><b>What surprised you most about your list?</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Where did you feel resistance — and what does that tell you?</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>What would it feel like to let go of everything in your Ditch column?</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>What one thing from your Do list do you want to protect most fiercely?</b></p> <p>_____</p> <p>_____</p> <p>_____</p>