

Download List

A practical trigger list to help you capture the open loops that may be taking up mental space.

Use this trigger list to capture every open loop that might be taking up mental space.

Tick anything that prompts a task, project, reminder, decision, or follow-up.

How To Use This List

1. Move through each section slowly.

2. Tick every item that reminds you of something unfinished.

3. Write the actual task, project, or reminder in your trusted system.

4. Do not solve everything while scanning.
Capture first, decide later.

This is not a list of things you must do. It is a set of prompts to help your mind relax because the important things have been captured somewhere you trust.

Work, People, Relationships And Health

Work And Projects

- ☐ Projects started, not completed
- ☐ Projects that need to be started

Things I'm Waiting On From People

- ☐ Information
- ☐ Delegated tasks or projects
- ☐ Completions critical to projects
- ☐ Replies to letters
- ☐ Replies to calls
- ☐ Replies to requests
- ☐ Ordered items
- ☐ Items being repaired
- ☐ Tickets
- ☐ Decisions of others

Relationships

- ☐ Commitments to your spouse
- ☐ Commitments to family
- ☐ Commitments to friends
- ☐ Commitments to staff
- ☐ Commitments to your boss
- ☐ WhatsApp threads to respond to
- ☐ Facebook messages to respond to
- ☐ Social media messages to respond to
- ☐ Emails to respond to
- ☐ Post to respond to
- ☐ Gift-giving occasions
- ☐ Social events

Health

- ☐ Nutrition
- ☐ Supplements
- ☐ Fitness
- ☐ Running
- ☐ Strength training
- ☐ Fitness gear
- ☐ Sleep
- ☐ Meds
- ☐ Doctors

Money, Work, Planning And Events

Finance

- ☐ People to pay back
- ☐ Accounts to open or close
- ☐ Budgeting
- ☐ Bills
- ☐ Insurance
- ☐ Credit cards
- ☐ Subscriptions
- ☐ Savings

Career And Job

- ☐ Networking
- ☐ Skills to learn
- ☐ Improvements
- ☐ Meetings to set or request

Planning And Organising

- ☐ Formal planning - goals, targets, or objectives
- ☐ Current projects - next stages
- ☐ Upcoming projects
- ☐ Upcoming events
- ☐ Presentations
- ☐ Organisational structuring
- ☐ Changes in facilities
- ☐ Installation of new systems or equipment

Upcoming Private Events

- ☐ Special occasions
- ☐ Birthdays
- ☐ Anniversaries
- ☐ Weddings
- ☐ Graduations
- ☐ Holidays
- ☐ Travel
- ☐ Weekend trips
- ☐ Vacations
- ☐ Social events
- ☐ Cultural events
- ☐ Sporting events

Home, Travel, Leisure And Growth

Clothing

- ☐ Items to buy
- ☐ Laundry
- ☐ Items that need replacing
- ☐ Items to throw away
- ☐ Repairs

Household

- ☐ Cooking
- ☐ Cleaning or tidying
- ☐ Minimalism

Home Improvement

- ☐ Decorations
- ☐ Artwork
- ☐ Painting
- ☐ Repairs
- ☐ Minimalism

Travel

- ☐ Trips to plan
- ☐ Transport to book
- ☐ Accommodation to book

Leisure

- ☐ Books
- ☐ Restaurants
- ☐ Music
- ☐ Films
- ☐ Documentaries
- ☐ Podcasts
- ☐ Series
- ☐ Theatre
- ☐ Museums or galleries
- ☐ Walks
- ☐ Tickets to book
- ☐ iPad
- ☐ Games

Personal Grooming, General Life And Self Improvement

- ☐ Haircuts
- ☐ Products to buy
- ☐ General minimalism
- ☐ Charity
- ☐ Professional development
- ☐ Training or seminars
- ☐ Things to learn
- ☐ Things to look up
- ☐ Skills to practise or learn
- ☐ Audio or video training
- ☐ Resumes
- ☐ Outside education
- ☐ Research - things to find out about
- ☐ Professional wardrobe

Capture Notes

Use this space to write anything that comes to mind while you work through the checklist.

[illegible]

Capture Notes

Continue capturing tasks, projects, reminders, decisions, and follow-ups here.

[illegible]