

How to Use Your Chaos To-Do Lists

Daily Chaos Catcher

The Daily Chaos Catcher is your all-in-one spot to get everything out of your head and onto paper. It's perfect for those hectic days when you just need to see everything in front of you.

Here's how it works:

Random Thoughts:

- Got a bunch of things bouncing around your brain? Write them down here. This is the spot to offload anything that's distracting you—big or small.

To-Do List:

- Keep your tasks organized in this section. List out what needs to get done today and check them off as you go. It's simple but keeps you focused.

Contact:

- Need to call, email, or message someone today? Write down their names or details here so you don't forget.

Decisions:

- Have something you need to figure out today? Maybe it's something small or something big—write it here so you can come back to it when you're ready to make a choice.

Research:

- For those things you want to look up but don't have time for right now. Jot down what you need to check out later.

Notes:

- A little extra space for anything else you want to jot down. If it doesn't fit anywhere else, it goes here!

How to Use Your Chaos To-Do Lists

Today's Chaos Snapshot cont.

The Today's Chaos Snapshot helps you manage your day in bite-sized pieces, focusing on top priorities and how you're feeling. It's perfect for keeping track of today's tasks while preparing for tomorrow's challenges.

Tasks and Events:

- This section is for the rest of your to-dos and any scheduled events. It's a general list to make sure nothing is forgotten.

Do If Tomorrow:

- As you plan your day, note tasks that can wait until tomorrow. This way, you're not overwhelming yourself but still keeping future tasks in sight.

Notes:

- Use this space for random thoughts, reminders, or anything else that pops into your head throughout the day.

Activity Box:

- The activity box includes a few pre-set activities (like reading, walking, or journaling), with room to fill in others. Use it to add self-care or fun activities you want to squeeze in during your day.

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Today's Chaos Snapshot

The Today's Chaos Snapshot helps you manage your day in bite-sized pieces, focusing on top priorities and how you're feeling. It's perfect for keeping track of today's tasks while preparing for tomorrow's challenges.

Here's how it works:

Top Priorities:

- Start your day by writing down the 2-3 most important tasks. These are the non-negotiable items that you need to focus on.

How You Feel Today:

- Take a moment to check in with yourself. Write a few words about how you're feeling (e.g., motivated, tired, anxious). This helps you gauge your energy and mindset for the day.

Do It Now:

- List tasks that need to be handled immediately. These are time-sensitive things that shouldn't wait.

How to Use Your Chaos To-Do Lists

Monthly Chaos Map

The Monthly Chaos Map is your go-to tool for seeing the bigger picture of your month, so you can plan ahead and manage all the chaos before it hits.

Here's how it works:

Blank Monthly Calendar:

- Use this space to map out important dates—appointments, deadlines, or events. This will give you a visual overview of your month.

To-Dos for the Month:

- Jot down the major tasks or projects you want to tackle this month. These are your priority goals that keep you on track.

Goals:

- Write down your personal or professional goals for the month. This will help you stay focused on what matters most.

Events:

- List out any upcoming events or important reminders. Keep track of birthdays, meetings, or other commitments so nothing slips through the cracks.

How to Use Your Chaos To-Do Lists

Weekly Chaos Rundown

The Weekly Chaos Rundown is your go-to tool for organizing the week ahead. It's designed to help you plan your days without feeling overwhelmed, keeping everything clear and manageable.

Weekly Calendar:

- Use the simple calendar to map out the key tasks, events, and reminders for each day. This is the place to schedule out important appointments, deadlines, or time blocks for projects. Keep it concise and easy to follow.

Daily Notes Sections:

- Under each day, there's space for additional notes. Use this for any extra details, quick reminders, or random thoughts that might pop up. You can write things like what time something happens, small tasks that didn't fit on the calendar, or any special focus you have for the day.

Monthly Chaos Map

Month: _____ Year: _____

MON	TUE	WED	THU	FRI	SAT	SUN

✓ TO DO:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

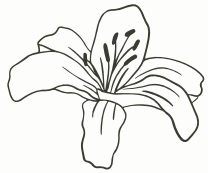
EVENTS:

- _____
- _____
- _____

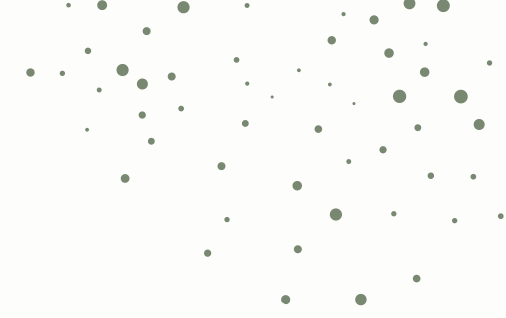
GOALS:

- 1 _____
- 2 _____
- 3 _____
- 4 _____





Daily Chaos Snapshot



TOP PRIORITIES

- 1
- 2
- 3
- 4

HOW DO YOU FEEL TODAY

TIME	TASK & EVENTS

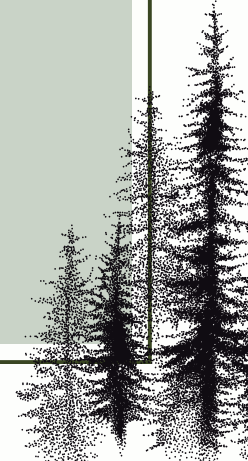
PAY IT FORWARD		WATCH THE SUNRISE	GO TO BED EARLIER	START A DREAM JOURNAL
READ A NONFICTION BOOK	TAKE A DIFFERENT ROUTE	TIDY YOUR WORKSPACE	GO OUTSIDE	DO NOTHING
CREATE YOUR IDEAL FUTURE		WATCH THE SUNSET		MAKE TIME FOR EXERCISE
START A NEW HOBBY	GO TO BED EARLIER	MAKE MOODBOARD	STRETCH	PRACTICE YOGA
PLAN A HOLIDAY	LISTEN TO MUSIC	TRY A NEW CUISINE	WATCH FLIM	TRY A DIY PROJECT
TEXT AN OLD FRIEND	GO FOR A JOURNEY	JOURNAL	COOK A RECIPE	

DO IT SOON

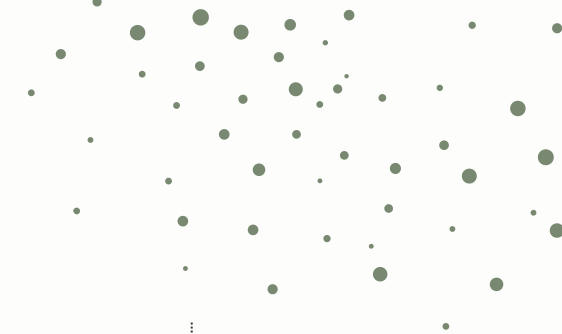
FOR TOMORROW

NOTES

-
-
-
-
-
-



Weekly Chaos Rundown



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

notes:

notes:

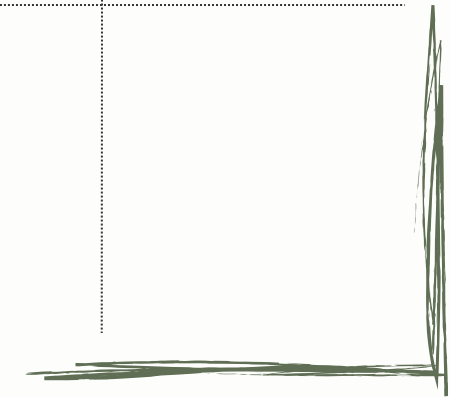
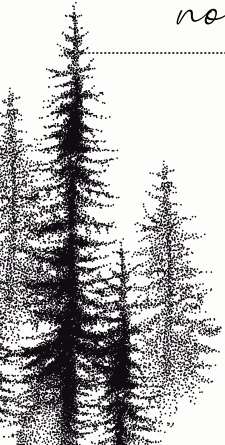
notes:

notes:

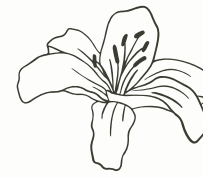
notes:

notes:

notes:



Daily Chaos Catcher



random thoughts

to do

when

contact

to call	to text	to email

ideas

research

meal options

--

to buy

--

think and make a decision about

notes

--



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