

The Organized Mind

by Daniel J. Levitin

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

⁰¹ **Create one trusted capture point**

Pick a single inbox for loose commitments and ideas. The goal is not perfect software. It is ending the habit of storing unfinished tasks in working memory.

MON TUE WED THU FRI SAT SUN

⁰² **Run a two-minute daily reset**

Clear your desk, close stray tabs, and rewrite today's top three priorities. Small resets keep environmental mess from becoming mental mess.

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⁰³ **Batch the shallow stuff on purpose**

Answer messages, admin, and low-stakes decisions in contained windows so your brain stops paying switch costs all afternoon.

MON TUE WED THU FRI SAT SUN

⁰⁴ **Chunk one complex project visibly**

Break a large obligation into named stages or folders. When structure becomes visible, overwhelm usually drops before the work itself changes.

MON TUE WED THU FRI SAT SUN

⁰⁵ **Design the room around the task**

Put what supports the current mode of thought in reach and move everything else out of sight. Attention follows the environment faster than willpower.

MON TUE WED THU FRI SAT SUN

⁰⁶ **Protect an offline recovery block**

Leave some part of the day unscheduled and screen-light. Memory consolidation and insight improve when the brain gets unclaimed processing time.