

● DAILY PLANNING · NOTES

The Capture Cheat-Sheet

Build a frictionless capture habit — catch every thought worth keeping.

A guided worksheet from VoiceFirstPlanner

FREE

Your head is for having ideas, not holding them. The whole skill is capturing fast, then deciding later.

THE RULE

If it'll take two minutes, say it now.

The moment a thought appears, capture it out loud — don't trust "I'll remember." You won't.

What's worth capturing

Anything you'd hate to lose.

- A sudden idea
- A decision you made
- Something someone told you
- A name or number
- A question to chase
- A meeting takeaway
- A gift idea
- A book or recommendation
- A quote that landed
- Something to research

Where it goes

Needs doing today → a task · **More than one step** → a project · **Just to remember** → a note · **Something to buy** → the shopping list

My inbox — to process later

Park anything here, then sort it when you review.

Capture any thought by voice — “Note:
...”

Start free · voicefirstdayplanner.com