

Sort every option into Must, Should, Could, or Won't (for now) — so your energy follows your priorities.

NAME	DATE	SEASON / WEEK
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Non-negotiable this week.
Ship-stoppers.

If this doesn't happen, the week fails.

COST OF DELAY IF DROPPED

Important, but the week survives without it.

Real value. Not urgent enough to block the Musts.

COST OF DELAY IF DROPPED

Nice to have. Only if there's real capacity left.

Watch for glitter tasks masquerading as priorities.

COST OF DELAY IF DROPPED

Consciously deferred. Named, so it stops haunting you.

Not rejected — parked, with a reason.

COST OF DELAY IF DROPPED

THE NEXT STEP • COMMIT Circle your top 3 Musts. Everything else waits its turn.