



1 · BRAIN DUMP – 3 MINUTES

Everything on your mind, one line each. Don't sort, don't fix – just out of head, onto page.

2 · ANCHOR TASK

If only one thing happens today, this makes it a win.

3 · FIRST MOVE

Easiest start, under 30 minutes. Momentum first.

Energy right now: ○ ○ ○ ○ ○

4 · TODAY'S PLAN – PLACE, DON'T PACK (3-5 ITEMS, BIG GAPS)

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5 · LIGHT-TASK SHELF

Small, startable, decision-free – for dips and waiting mode.

2PM RULE

Day derailed? Don't patch – replan. Count the hours actually left, re-pick the anchor (shrink it if needed), move the rest to tomorrow **on purpose**. A broken plan isn't evidence about you. It's Tuesday.

EVENING REVIEW – CLOSE THE LOOP

- Marked what's done
- Rolled the rest to tomorrow – no guilt
- Chose tomorrow's first move

Tomorrow starts with: _____