

Practical stability planning sheet

What you are holding, which direction you are facing, and the one signal worth sending.

Produces

One page that shows everything on your plate, what can wait, and the single message to send this week.

Time

Twenty minutes

Asks of you

Nothing. This sheet is yours. It never comes back to us.

A man carrying too many things at once who has lost track of which ones are urgent. *This sheet is for you. Nobody needs to see it.*

What you are holding

Everything that needs handling, big or small. One per line. Mark the ones with a real deadline.

1

2

3

4

5

6

Which direction you are facing

One sentence. Not a goal. A direction.

A month from now, I would like to be

The one signal worth sending

One message to one person or office that would move the most.

To

It says

Sent by
