



DATE

1 TODAY'S TOP 3

Pull three from your Inventory. Write the next physical action for each. Three is enough — four is fine, seven is a fantasy.

1

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NEXT ACTION

2

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NEXT ACTION

3

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NEXT ACTION

How to choose your 3

- 1 What has a real deadline today or tomorrow?
- 2 What would make me feel genuinely relieved to finish?
- 3 What's been stuck so long that 30 minutes would break the logjam?

Waiting on someone else

Not your job right now — park it here, off Today.

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2 END-OF-DAY RESET · 5 MINUTES

Close the day instead of abandoning it

Same time every day. This is the part that makes tomorrow start with clarity, not confusion.

- ☐ **Mark completed tasks as done.** Your brain needs the signal that something ended.
- ☐ **Move unfinished tasks back to Inventory.** They're not failures — just not done yet.
- ☐ **Choose tomorrow's 3 priorities.** Pull them from Inventory onto a fresh sheet.
- ☐ **Write one next physical action for each.** "Open the deck, write notes for slides 6–10" — not "work on presentation."
- ☐ **Close the task manager.** Flip the page over. The day is done; Inventory will keep.