

The One-Thing Time Plan



A little breathing room. Zero shame.

One task or one departure. You can leave the rest for later.

1 Pick one thing

What needs my attention next?

2 Give it room

Start time: _____ Stop OR leave time: _____

Breathing room I included: _____

Count getting ready, switching tasks, and unexpected delays.

3 Choose my cue

My alarm or visible reminder will say:

Plan went sideways?

Choose a new start. No catching-up penalty.