

Picking the One Thing

Choose one thing for today and let the rest wait until tomorrow.

WHEN TO USE THIS

Use this in the morning, when everything feels equally urgent.

What is competing for today? List them quickly, without ranking.

1. _____
2. _____
3. _____
4. _____
5. _____

If only one of those got done today, which one would you be glad about tonight?

Write that one thing here, in the middle of the space.

What will you say to yourself when the other ones start pulling at you?

One thing done is a finished day. Five things half-done is not.