The not-to-do list.

Scope _____

Until _____

Pick one scope. Write what you will do. Then, next to it, what you will not do in that same scope.
Tip Name the work or the behaviour, not a wish.



I WILL DO

What matters enough to get attention now?



I WILL NOT DO

What do I leave out to make room?

Who needs to know _____

Look at it again on _____

If something new comes in, it takes the place of something on the left, or it goes on the right.